



Programme Manager

upReach is an award-winning social mobility charity supporting less-advantaged students to secure graduate jobs in sectors including Consulting, Government & Public Sector, Law and Technology. We deliver a comprehensive programme of professional development to over 2,000 students, working in close partnership with leading employers such as Civil Service, Deloitte, FactSet, Goldman Sachs, McKinsey and Slaughter and May.

In October 2019, upReach won the Charity of the Year Award (income < £1m) in the prestigious Charity Times Awards, and the charity also won the “Embracing Digital” award in the 2020 Charity Governance Award.

upReach are seeking to hire a **Programme Manager** to deliver the charity’s three-year Programme funded by Universities (‘the Rise Programme’). This is an exciting opportunity to directly contribute to the growth of the charity through leading a delivery team of Programme Coordinators to engage and support Associates (what we call the Undergraduates we support) as they explore their career options and enhance their employability to achieve their career ambitions throughout their time at University. This role would suit individuals with 2+ years’ experience in a programme delivery and team management role, who have a passion for social mobility and are used to operating in a fast-paced environment. The successful candidate will take responsibility for the programme design & delivery of the Rise Programme, including management of the Programme Coordinators and maintaining Associate engagement. They will be a key member of a dynamic and growing national team.

Key Information

Rise Programme Manager: This individual will be responsible for delivering the Rise Programme funded by Universities. Reporting to the Director of Programmes & Impact, they will grow and improve the resourcing of upReach’s Rise Programme - from their design and Associate recruitment to their delivery and evaluation in collaboration with the University Partnership Manager. They will work alongside the delivery leadership team (Director of Programmes & Impact and Programme Managers) to form plans and strategies for upReach’s general Associate recruitment, programme delivery and team management.

Location: Bristol, London, Manchester, Nottingham or





	Newcastle (initially on a remote basis)
Hours:	40 hours per week, 9am - 6pm (with some flexibility)
Start date:	May/June 2021
Reporting to:	Director of Programmes and Impact
Salary:	£27,500 - £33,000 per annum, including London weighting if based in London
Application deadline:	9am on Monday 4th May 2021 Early applications are encouraged as we may interview and/or appoint before the closing date.

About upReach

Do you think that your socio-economic background should determine your career prospects? upReach's vision is of a society in which everybody has an equal opportunity to realise their full career potential. We help young people from less-advantaged backgrounds achieve their career potential by providing an intensive programme of support that addresses socio-economic barriers to graduate employment.

Our work is important because right now a student from a disadvantaged background who gains a first-class degree from a top university is less likely to secure an elite job than a more privileged student with a 2.2.

We are an award-winning charity employer working to address this issue in partnership with employers and universities. Building on the success of the past five years, upReach's current partners include Allen & Overy, Bank of America, the Civil Service Fast Stream, Deloitte, McKinsey and Slaughter and May. We also partner with universities including Exeter, King's College London, Liverpool, Warwick and Manchester.

This academic year, over 2,000 undergraduates (we call them upReach Associates) are being supported through our unique programme of application support, soft skills workshops, video forums (small group, online seminar-style sessions), mentoring and professional experience.

To find out more about upReach and how we support our students, visit our [website](#) and read our [Annual Report](#).

About the Role

Rise Programme Manager: This individual will be responsible for delivering the Rise Programme funded by Universities and leading a team of 7 Programme Coordinators to deliver the programme.



Core delivery responsibilities will include:

Programme Design & Delivery

- Contribute to strategic decisions concerning the design and delivery of the Rise Programme, creating a 12-month plan in advance of the start of each recruitment cycle.
- Plan student attraction & onboarding activities in collaboration with University Partnerships Manager.
- Work with the Director of Programmes and Impact to design learning journeys for Sponsor Programme Associates.
- Work with the Programme Leaders/Coordinators on the development and creation of resources and planning and delivery of events relevant to the unique needs of the participants on the Rise Programme.
- Monitor and evaluate the effectiveness of the programme with overarching responsibility for meeting internal engagement and applications success KPIs.
- Provide support to University Partnerships Manager to maintain strong relationships with University partners, including supporting quarterly/annual reporting requirements.

Team Management

- Manage a team of 7 Programme Coordinators in a variety of locations - providing weekly 1-to-1 support, reviews and personal development support.
- Ensure Programme Coordinators document all interactions with Associates and application progress.
- Use relevant dashboards and data to set Programme Coordinator priorities.
- Manage Programme Coordinator progress to ensure that all stakeholder KPIs are achieved.
- Contribute to strategic decisions concerning the resourcing of the Rise Programme.
- Provide guidance and training to your team, and be part of wider training and development conversations for all on the Future Charity Leaders Programme (our Graduate Scheme).

Associate Support

- Individual and small group work with Associates - coaching 20-30 Associates to take the day-to-day steps needed to realise their career potential, which might include pastoral support, career guidance, and support with job applications.



Person Specification

This position would be suited to individuals who are committed to upReach's mission. We are looking for individuals who are passionate about social-mobility and believe that background should not be a barrier to graduate employment.

To be successful it is anticipated that you would have at least 2+ years' experience working in programme delivery, stakeholder management and leading small teams. You should be proactive, resilient and used to managing competing priorities within a varied workload. You should be flexible and willing to perform varying duties depending on the shifting needs of the charity.

Essential Skills/Experience:

1. Experience working in a fast-paced environment and working independently to find solutions to problems.
2. Ability to engage and flex communication style confidently with a variety of stakeholders, such as beneficiaries, upReach partners and all levels of employees across the organisation.
3. Excellent influencing, facilitation and communication skills (both oral and written) and be comfortable preparing and presenting reports and proposals to senior management and external stakeholders.
4. Line management or team leadership experience.
5. Strong programme management and problem solving skills, in addition to superb organisational skills to manage a varied workload.
6. Self-motivation and an ability to work in a small team as well as independently, with a creative and a proactive attitude.
7. Experience working directly with key stakeholders to manage and grow a relationship and/or partnership.
8. At least a Grade 'B' in Maths and English GCSE (if you have extenuating circumstances, let us know)*.
9. University degree (2:1 or higher)* in any discipline, or equivalent experience.

* The nature of the role requires a high standard of Maths and English, and the ability to quickly review a large amount of information and identify and communicate key themes clearly. Applicants may demonstrate this through the academic qualifications shown above and/or other relevant experience. As our beneficiaries are all undergraduates, a good understanding of the university experience is essential, although it is not necessary that this was acquired through personally gaining a degree.



Desirable Skills/Experience:

1. Knowledge of the graduate labour market in the UK and experience supporting individuals through an application process.
2. Experience delivering all aspects of a programme end to end, from design to reporting and evaluation.
3. Experience in roles requiring influence.

Values & Competencies

upReach upholds the following values:

- Perseverance
- Integrity
- Advocacy
- Aspiration
- Proactivity

We are looking for candidates to display the following competencies during the application stages:

- Problem solving and decision making
- Planning and organising
- Collaboration
- Passion and motivation
- Communication skills

Application Process

Please email your CV and a covering letter (in PDF format) to Stephanie Lieber at HumanResources@upReach.org.uk by 9am on Monday 4th May 2021. In your covering letter, please explain your motivation for applying to this role, and why you are interested in working at upReach, giving further details about your interest and ambitions.

Early applications are encouraged as we may interview and/or appoint before the closing date. An Assessment Centre for the role will take place in the afternoon of Friday 7th May - please let us know when applying if you will be unavailable at that time.

If you have any questions about the role or application process, please reach out to Sam Gill at HumanResources@upReach.org.uk.



Please Note: upReach has a responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that, **at the time of starting their employment, successful candidates have permission to work in the UK.**

If you have a right to work in the UK, **you will be required to bring proof of this to your online interview** (by providing your original passport or other right to work documents). If your permission to work in the UK relies on a job offer, please bring written details including evidence of any existing visas or work permits. A photocopy/ scan will be requested of your right to work document(s) and stored securely. If you are unsuccessful at interview the copy will be destroyed. Unfortunately, upReach is unable to financially sponsor Visas or work permits.

Equal Opportunities

upReach is an equal opportunities employer and does not discriminate in employment matters on the basis of race, religion, gender identity, sexual orientation, age, disability, social background or any other protected class. We support workplace diversity and believe it creates dynamic and effective organisations. We are working hard to increase diversity in our team and would particularly welcome applications from BAME candidates.

We are committed to making our roles and culture inclusive. We can make reasonable adjustments throughout the application process and on the job. If you have particular needs or requirements, please get in touch using HumanResources@upReach.org.uk.

