

JOB DESCRIPTION

OVERVIEW:

- **Hours:** Full Time - Five days a week (35 hours a week). We offer flexible working around Core Working Hours from 10am - 3pm.
- **Location:** Future Foundations, Devas Club, 2a Stormont Road, London SW11 5EN. This is a Hybrid working role.
- **Annual Leave:** Starting at 28 days annual leave, plus 8 days Bank Holidays. Plus, a day off for your birthday.
- **Benefits:** Paid sick leave up to 15 days a year, paid bereavement leave, Employee Assistance Programme. More details in the **Info Pack** [HERE](#)

You must complete an enhanced DBS check before you can work with us; a previous one from another company is not accepted for this role. You must provide at least 2 references, including your previous employer. Applicants must already be eligible to work in the UK - we are unable to sponsor work visas at this time.

SUMMARY OF ROLE:

The Dirt is Good Schools Programme is a global initiative that supports primary, secondary and SEND schools to empower their students to take action on the environmental and social issues they care about.

Here in the UK, the programme is in its third year with a growing network of schools and a range of delivery strands. We have ambitious engagement targets and are seeking an experienced Programme Manager to bring ideas and enthusiasm to lead our next chapter and put their stamp on this impactful programme.

The Programme Manager is responsible for supporting strategy development and leading the planning and day-to-day operations of the programme, as well as reporting on impact. You will oversee our Peer Coaching delivery strand, supporting dedicated young people to coach others in their school to design a social action project. You will also manage relationships with a range of important strategic partners to support them to run the programme with a cluster of schools. The successful candidate will work alongside the Associate Director of Partner Programmes to build new strategic relationships within the education, charity, and sustainability sector to continue to grow our reach and impact.



You will work closely with the wider Dirt Is Good team at Future Foundations, collaborating with the School Engagement Manager, who manages school recruitment for the programme.

The ideal candidate will be a confident communicator able to inspire and engage a range of stakeholders. They will have a track record of developing strategies for meeting targets and effectively balancing competing priorities. They will be confident in project management, using systems for managing projects and communications and will be able to design new processes. Ideally, they will have experience working with the education sector and have a passion for achieving outcomes that improve the lives of young people.

This programme is delivered in partnership with Global Action Plan and Persil.

Read more about the Dirt Is Good Schools Programme [here](#).

EXPECTED OUTCOMES FROM THE ROLE:

- Inspire and engage all participating schools to ensure their students are able to take action towards causes they are passionate about
- Provide a high level of support for schools, being organised, professional, and responsive
- Confidently manage relationships with strategic delivery partners, and lead on the development of new partnerships to engage clusters of schools
- Effectively project manage all relevant programme areas
- Create the strategy for meeting relevant targets and ensuring UK-wide growth and impact
- Plan and oversee the delivery of engaging events for teachers and young people
- Closely monitor school progress and report on impact
- Be an active member of the Future Foundations team, demonstrating our five core principles

MAIN RESPONSIBILITIES

School/Partner Communications

- Manage relationships with existing delivery partners, and be instrumental in securing new strategic partnerships from across the education sector, such as MATs to achieve growth and impact.
- Build strong, trusting relationships with key stakeholders in schools including senior leaders, and teachers at schools, as well as participating students.
- Manage the onboarding of participating schools, supporting teachers to understand how to deliver the programme within their school.
- Design and deliver engaging and interactive online meetings for both teachers and students to support them in delivering the programme
- Provide ongoing support and guidance for participating schools, including overseeing the communications journey for participating schools including sending regular planned newsletters

Project Management

- Develop and manage the project plan for relevant programme areas, ensuring deadlines are met, identifying any programme issues and creating strategies to overcome them.
- Utilise CRM system to manage database of school and partner contacts, ensuring careful record keeping
- Develop systems and processes where required to ensure the smooth running of the programme

Strategy

- Create the strategy for relevant programme areas, designing strong plans to ensure KPIs are met

Evaluation, Monitoring and Reporting

- Monitor participating schools' progress using the Dirt Is Good Website and database system, following up with schools and encouraging them to share their stories to create programme case studies
- Manage the programme reporting dashboard, and keep programme impact trackers up to date ensuring careful record keeping and detailed logging of information
- Report on impact, activity, and progress towards key targets both internally and externally to the client

Additional Responsibilities

- Update the Dirt Is Good web pages as required
- Follow Future Foundations' policies including safeguarding and health and safety
- Support the School Engagement Manager with the school recruitment plan

OTHER REQUIREMENTS:

Please note the following requirements of the role:

- Very occasional travel to school visits as various locations around the UK
- Ability to work flexible hours as and when required.
- Participation in various project work as and when required to support other programmes during busy periods, or to feed into strategy plans across project

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

PERSON SPECIFICATION

EXPERIENCE:

Essential

- Strong working knowledge of the UK education system
- Project management experience
- Managing relationships with important partners and stakeholders, from young people to senior leaders
- Strong working knowledge of Excel, Word and PowerPoint
- Delivering against targets and KPI's

Desirable

- Experience delivering engagement programmes within schools
- Confident in using CRM systems to manage data and projects
- Experienced using website builders and project management software
- Experience facilitating in-person/ online meetings with both teachers and students
- Experience developing educational resources

PERSONAL ATTRIBUTES:

Essential

- Commitment to Future Foundations' mission, vision, and principles
- Excellent communicator – vocal and written
- Calm and focused approach
- Able to balance competing priorities in a fast-paced environment
- Able to work both in a team and independently
- A self-starter who rises to a challenge
- Works to a very high standard
- Very organised, with a keen eye for detail
- Ambitious, Determined & Driven

APPLICATION PROCESS

