



## Future Frontiers

### Head of Programmes

<b>Salary:</b>	£48-54k per annum, dependent on experience
<b>Hours:</b>	9am – 6pm Mon-Fri, with early Friday finish
<b>Contract:</b>	Permanent, full time
<b>Location:</b>	London Bridge (temporarily remote)
<b>Start date:</b>	June 2021 latest
<b>Reports to:</b>	CEO

#### About Future Frontiers

In the UK, family income is the strongest predictor of how well a young person will do at school and the future opportunities they will have. **Future Frontiers exists to change this.**

We are an award-winning education charity with an innovative approach to tackling educational inequality in the UK. By partnering with schools and forward-thinking businesses, we provide young people with an intensive programme of face-to-face career coaching and opportunities to engage with relevant sector role models in the lead up to major crossroads in their education aged 16 and 18.

We work in pursuit of life-changing impact for the young people we serve. You can read more about our impact to date [here](#).

## Why we need you

This year we have continued to grow our reach and thanks to continued support from funders and business partners we are able to focus on our future growth and development. We are seeking new skills within our leadership team to spearhead the next phase of the organisation's growth.

Last year we commissioned an independent, university-led evaluation that demonstrated the significant impact our intervention can make on the life-chances of young people. We now need a Head of Programmes to lead on the design, evaluation and delivery of the programme in line with our next phase of development, mapped out in our 2021-25 strategy (published in August 2021). The successful candidate in this newly created role will be key to further cementing and demonstrating the impact of our programme on young people.

As a member of our senior leadership team, overseeing a talented and high performing programmes team, you'll play a key role in the organisation's future. If this excites you, we want to hear from you.

## Your responsibilities

As Head of Programmes you will be responsible for the delivery, development and evaluation of our programmes. You will manage a team of eight, making sure our programme consistently delivers transformational impact for young people approaching key transition points. This can be broken down into three main areas of responsibility:

### Programme delivery

- Manage our Head of Programme Delivery, supporting them to deliver a programme that meets the impact targets in line with the charity's strategy
- Develop our programme delivery systems including coach training, coach onboarding and coach support
- Designated deputy safeguarding lead; implement our safeguarding policy across all areas of programme delivery

### Programme development

- Strategic oversight of all aspects of programme design and development;
  - Optimise our core coaching programme in collaboration with our Head of Programme Delivery
  - Develop our new Aspire PLUS programme - an extension of our core coaching programme, providing level 6 guidance, academic tutoring, and exam day support to young people at risk of poor progression during their post-16 transition

### Programme monitoring and evaluation

- Demonstrate and maximise the extent to which our programme affects the trajectories of young people from disadvantaged backgrounds
- Oversee development of our long-term evaluation plan, including the successful tender of an external evaluation

- Oversee the development of our internal monitoring systems that inform the ongoing development of our programme design and delivery systems
- Provide relevant data and context for our impact reports and to schools and business partners
- Ongoing review of our logic model
- Manage our Head of Data and Impact, supporting them to implement all evaluation and monitoring systems and manage external evaluation partners

## About you

You'll thrive in this role if you...

- are relentlessly committed to driving forwards better outcomes for young people from disadvantaged backgrounds
- have experience in developing and implementing internal systems that drive forwards these outcomes
- have a working knowledge of evaluation methodologies, ideally within the education sector
- have experience of theoretical and practical approaches to designing effective programmes, ideally within the education sector
- have strong problem solving and leadership experience with a proven track record of achieving results
- have a 'can-do' attitude; you proactively seek creative solutions
- have strong sector knowledge within secondary education and the destinations landscape
- are energetic, ambitious and resilient, and you aspire to build Future Frontiers into a leading national programme across the UK

## Technical skills for this role

- Essential – 4 years' experience of programme leadership
- Essential – 2 years' experience of line managing a team
- Essential – 4 years' experience working in the education sector (programmes or schools)
- Desirable – Qualified teacher (QTS or above)
- Desirable – Experience working in an organisation delivery high quality Information, Advice & Guidance

## Equal opportunities, diversity and inclusion

Here at Future Frontiers we are dedicated to the practice of equal opportunities. The principles of it underpin our mission and we treat all employees, volunteers, clients and students as individuals. We believe in having an open and inclusive culture that champions diversity in all its forms, including age, disability, culture, race, gender, sexual orientation, life experiences, socio-economic background, and religion. We encourage everyone to apply for our roles.

If you would like to talk to us about working at Future Frontiers in advance of your application, particularly in regards to diversity, we strongly encourage you to contact us via email and we will arrange a call. We'd love to hear from you.

## How to apply

- All applications to Future Frontiers, and any related discussions, are kept strictly confidential. No contact will be made with your employer at any stage without your consent
- Please fill out [our application form](#) by answering three questions and attaching your CV.
  - Firstly, tell us why you want to work at Future Frontiers. What is it about us that excites you? (Max. 1,500 characters)
  - Now tell us why you would be a good fit for the role of Head of Programmes? Please make sure you reference the job description. (Max. 2,500 characters)
  - And finally, with reference to page 21 of our [2019-2020 Impact Report](#) (our external evaluation), how effective do you think this evaluation is at proving the impact of our programme? (Max. 1,500 characters)
- Deadline: **19th February** at midday
- Stage 1 interviews will be held from 22<sup>nd</sup> February and stage 2 interviews will be held w/c 8<sup>th</sup> March
- Prior to interview you may be invited to a call with our CEO
- You may be asked to complete a practical task in advance of your stage 2 interview

