



Programme Manager Job Description

VIY combines volunteering and DIY by challenging young people aged 14-24 to learn trade and building skills, on the job, by helping to refurbish and transform youth and community facilities in need of essential improvements (e.g. youth clubs, community centres, sports clubs, and arts, music and cultural venues).

The majority of young people who take part and benefit are disengaged or excluded from mainstream education and training, at risk of disengagement, and/or unemployed.

VIY participants are mentored by professional tradespeople and gain vocational skills accreditations as well as access to further training, work placement and apprenticeship opportunities with local providers and employers beyond the project.

VIY launched in 2011 and, to date, over 650 youth and community buildings across England and Wales have been repaired/refurbished, involving 12,000 young people and 1,100 trade skills mentors, with 4,500 young people gaining a City & Guilds accreditation.

VIY is scaling rapidly, reaching and benefitting even more young people and communities with the support of our partners, including Travis Perkins, Dulux, Local Authorities, City Councils, GLA, Sport England, Postcode Lottery, Youth Futures Foundation and other grant funders and commissioners. As such, we are now looking for driven and ambitious individuals to join our team at this exciting stage.

VIY is fast moving and this role will require energy, determination and flexibility.

For more information about VIY, the types of projects we undertake and our impact, please visit www.volunteeryourself.org

Job purpose

The Programme Manager will be VIY's lead in the North of England. Initially, they will be responsible for on the ground project delivery across the region. As the team grows, they will manage and support a team of Project Managers and Project Executives, supporting them to deliver projects on the ground, providing operational support and be the first point of contact for the escalation of any issues.

In addition, the Programme Manager will take a lead on VIY relationships and operations for the region, supporting the Senior Leadership Team to identify new business opportunities, whilst growing and deepening partnerships across the region.

This is a new position at VIY, at a time of significant growth. There is potential therefore for the role to evolve over time to accommodate the needs of the organisation and the new specialist skills which will grow throughout the early stages of 2022.

The role

Reports to: Programme Director

Location: Flexible/Home based with regular travel (mostly North of England).
Office available in Leeds.

Key responsibilities

Project management and delivery

- Work with the Senior Leadership Team and Projects Team and relevant partners to identify and scope a pipeline of strong, impactful projects which will contribute to the KPIs of multiple programmes
- Develop appropriate project plans and budgets, with support from VIY's Lead Mentor team and Construction Manager
- Lead the initial set-up and delivery of individual VIY projects on-the-ground, including the engagement of venues, the management of trade skills mentors, project logistics and the overall building and youth outcomes of the project.
- Work with VIY's Lead Mentor team, Project Management/health and safety team to ensure a high standard of safety is maintained across these projects
- Oversee and manage project budgets
- Track and report on delivery-focused outcomes/milestones, ensuring necessary data is regularly and accurately captured on the CRM system, enabling measuring and reporting against KPIs
- Work with colleagues to ensure young people's VIY experience is both positive and impactful, enabling them to develop skills, grow confidence and access new opportunities
- Work with colleagues to ensure appropriate identification, support and progressions of young people onto the projects and beyond
- Liaise with Communications Manager to identify positive comms opportunities relating to young people/ volunteers/mentors

Business development and partnership working

- Work with the Senior Leadership Team to identify new and develop existing national/regional relationships including with the third sector, youth sector, appropriate educational institutions (those who work with young people at risk of NEET status), sport sector, construction industry, local authorities, trade sector organisations, and other key stakeholders
- Engage with key partners such as Travis Perkins, Dulux and Toolstation to source materials and tools for the projects
- Identify, establish and maintain relationships with new and existing youth referral partners to drive young people's engagement, ensuring clear and accessible referral routes into VIY projects
- Work with colleagues to secure strong partnerships with youth referral organisations, leading to engagement of strong cohorts of young people onto projects

Leadership/line-management

- As the team grows, line-manage and support the regional Project Team to deliver VIY projects, providing appropriate operational support as required and supporting with the escalation of any issues
- Act as regional safeguarding lead for the organisation
- Work closely with the Programme Directors, to ensure the portfolio of projects are collectively on track to deliver the Programmes KPIs.

Person Specification

Skills, experience and knowledge

Essential

- Significant experience of project management across multiple sites/locations.
- Exceptional organisational skills, with a proactive, hands-on attitude.
- Strong experience of cultivating positive relationships, motivating and influencing people .Strong experience of identifying, building and maintaining new business/partnerships.
- Accustomed to working in a fast paced environment, bringing energy, determination and flexibility.
- Experience of managing teams.
- Strong communication skills and ability to communicate with people/stakeholders of different backgrounds/circumstances.
- Ability to work as part of a team .
- Ability to work on your own initiative.

Desirable

- Working knowledge of construction/DIY
- Experience of working on social action and community based projects
- Experience of projects supporting young people and volunteers
- Experience of working in an evolving and nimble/flexible organisation
- Experience of managing budgets.

Terms and conditions

Salary: £35,000-£40,000 per annum depending on experience

Hours: Full time. Hours are 9am-5.30pm Monday to Friday.
Occasional evening and weekends may be necessary

Leave: 25 days per annum (plus bank holidays)

Contract: Permanent

To apply, please submit your CV and a cover letter stating in no more than 750 words how you meet the role's essential criteria and where you saw the role advertised to jobs@teamviy.com. Please quote "Programme Manager' in the subject line.

For further information about VIY please visit www.volunteeryourself.org and email jobs@teamviy.com if you have any questions.