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**PEEK Programme Development Manager**

35hrs, flexible between 8am-8pm

Evening & weekend work will be required

PEEK Office – Legacy Hub, 301 Springfield Road, Glasgow G40 3LJ

Salary: £28,785-£30,507

As Programmes Development Manager you will have experience of both leadership and overseeing the delivery of a programme. You will manage a multi-faceted team to drive the quality of our services to children, young people and families. As an effective communicator and strong relationship manager you will develop positive relationships with all partners and stakeholders. These relationships will form the cornerstone of our programme of delivery ensuring that our programme is diverse, inclusive and joined up with the needs of our communities.

We are looking for individuals who are positive, empowering, resilient, strong performance managers and can build team wellbeing.

The Programme Development Manager will lead a team of coordinators, interns, apprentices and delivery partners to support children, young people and families in programme delivery across Glasgow. They will work closely with their team to develop and implement a delivery plan and targets to enable children, young people and families to ‘play’, ‘create’ and ‘thrive’.

The Programme Development Manager will support their team to:

- Recruit and engage with children, young people and families

- Deliver fun, accessible and person centred sessions within communities and schools

- Work with partners across all sectors in line with strategic outcomes

- Monitor and evaluate the impact of our programme of delivery

**SUCCESS CRITERIA:**

**PEOPLE MANAGEMENT**

1. Lead their team and collaborate with wider #TEAMPEEK colleagues to develop and implement a delivery plan and targets for their programme of delivery using performance and evaluation data, ensuring the success of our organisational strategy to support children, young people and families directly and indirectly impacted by poverty;
2. Lead the effective recruitment, training and management of a team of coordinators, interns and apprentices;
3. Lead and manage your team in accordance with the behavioural framework and standards set out by PEEK’s 2021-2026 Strategy;

**PROGRAMME MANAGEMENT**

1. Lead impactful programme delivery of your team, ensuring each child, young person or family engaged with PEEK’s services feels listened to, supported and cared for;
2. Lead your team to comply with all of PEEK’s policies in relation to work with children, young people and families;
3. Support the protection of children, young people and families by ensuring your team follow PEEK’s Child Protection and Vulnerable Adults policies and procedures at all times;

**PARTNERSHIP WORKING**

1. Lead the development of relationships with local partners, schools & networks reaching all children, young people and families who need us most;

**FINANCE, FUNDING AND FUNDRAISING**

1. Lead the development of funding applications, working alongside the Head of People and Programmes ensuring that funding sources are in line with strategic outcomes;
2. Lead your team in setting annual programme budgets and manage your team’s expenditure in line with the standards set out by the Head of Finance;

**MONITORING AND EVALUATION**

1. Lead regular evaluation reviews of programme delivery ensuring the continuous improvement of our services for our children, young people, families and other stakeholders;
2. Support your team to ensure all data recording including information on children, young people, families and partners is captured accurately enabling robust impact assessment, delivery of funding agreements and the effective use of our resources;

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA:**

**Knowledge, Skills and Experience:**

Understanding and familiarity of the following: Child Poverty Act (Scotland); Safeguarding Children, Young People and Vulnerable Adults; Data Protection; Food Insecurity, Adverse Childhood Experiences, UNCRC, GIRFEC, CfE, trauma informed care, youth work principles and the welfare system.

Knowledge of equal opportunities and non-discriminatory practices.

Demonstrable knowledge of play, creative arts and youth development.

Excellent leadership and management skills with a proven ability to lead, develop, supervise and train others.

Excellent ability to communicate effectively, orally and in writing, to a high standard with a diverse range of people and audiences at different levels of understanding and ability.

Excellent interpersonal skills with the ability to connect and build healthy and positive working relationships with individuals, groups, and organisations.

Ability to effectively use social media channels to promote the work of PEEK.

Experience of project and programme management, from inception to evaluation.

Experience of monitoring and managing budgets to operate within agreed limits.

Experience of multi-tasking, working calmly under pressure and managing workload as well as supporting others to manage their time.

Experience of working in a values-based culture and leading with integrity, compassion and dignity.

Minimum of 3 years’ experience of working with children, young people and families impacted by poverty in community settings incl. schools including providing support to individual children, young people and adults in the family and wider community.

Minimum 3 years’ managerial experience with proven evidence of service development, project leadership and people management.

Experience of monitoring and evaluation of programme delivery using data to produce high quality reports.

Adaptable and flexible to suit the needs of the organisation.

**Qualifications and Training**

Be in possession of a relevant certificate, diploma or degree qualification.

Training relevant to the role such as support & supervision, leadership & management and quality improvement.

Training relevant to the organisation such as play work, youth work, community arts, community development.

Be in possession of PVG membership or willing to become a member.

Be in possession of a driving license with access to a vehicle.

Be in possession of a D1 Mini Bus license or willing to work towards it within first year of service.

*This job description is an outline of the role and is not an exhaustive list of all possible duties and responsibilities. The post-holder will be expected to carry out any reasonable duties as requested by PEEK.*