



Programme Manager

Job Title:	Programme Manager
Salary:	£32-36,000 (full time equivalent), depending on qualifications and experience
Pension:	Employers' contribution of 3%
Hours:	Part-time, 4 days (or equivalent hours) per week (Note: hours can be flexible but due to the needs of the charity cannot be term-time only)
Based:	Home, with travel to team meetings in central London one day a week (during term time) and occasional travel outside London
Contract type:	Permanent
Holiday entitlement:	5 weeks equivalent (and bank holidays pro rata to working time)

Do you have the experience and enthusiasm to help grow our gender equality work in schools?

Lifting Limits is seeking a Programme Manager, a role which is instrumental in increasing our capacity to take on a growing number of schools.

About Lifting Limits

Lifting Limits is a charity with a mission to challenge gender stereotyping and promote gender equality, in and through education. With our whole school approach and train the trainer model showing impressive impact in primary schools, we are now primed for expansion. You will join our team at an exciting time as we build on the success of our pilot and scale our model for dissemination through networks of schools.

Lifting Limits' values are:

- Evidence-based: our work is grounded in evidence of what works to bring about desired change.
- Quality-driven: we aim to produce training and resources of the highest quality and to learn continuously how we might improve.
- Inclusive: gender stereotyping affects everyone, whatever their gender; all aspects of identity intersect to create a person's lived experience.
- Positive, optimistic and encouraging: even small steps in raising awareness of unconscious bias and gender stereotyping start to bring about positive change.

You will be expected to carry out your duties in alignment with these values.

The role in a nutshell

We need a Programme Manager who can bring fantastic organisational and people skills to support Lifting Limits through a period of growth and multiple projects. The role comes with a degree of flexibility to mould to the skills of the successful applicant, but the core need is to boost capacity in our schools-facing work and in our organisational administration.

You will work with the Head of Education to run the Lifting Limits programme in schools, managing relationships and supporting the smooth running and evaluation of our work on the ground. You will have sufficient experience to support us to manage multiple projects

simultaneously, to keep a step ahead of the admin and to help strengthen the 'office backbone' as the organisation grows.

Why work with us?

We are a small, friendly team and will be delighted to have you join us. We offer flexibility, training and the potential for your career to progress as the charity continues to grow. This is an opportunity to have a real impact – both within the organisation and in the field of gender equality.

Key responsibilities

Schools / programme management

- Work with the Head of Education to develop our schools recruitment strategy.
- Onboarding new schools joining the programme, including gathering school information, signing up and invoicing schools, filing documentation.
- Reporting jointly to the Head of Education and Chief Executive and, in conjunction with members of the team:
 - being a point of contact for schools running our programme, to ensure that we provide an excellent and responsive service and to understand how the programme is running in each setting;
 - managing ongoing monitoring and evaluation of the programme's impact in schools, including soliciting feedback from schools on the programme and resources;
 - handling queries from and fostering relationships with potential new schools, local authorities, multi-academy trusts and other education organisations and recruitment of further schools to the programme.
- Advocating for the programme and for Lifting Limits in interactions with external parties, promoting our work and ensuring timely and professional response to incoming queries.
- Managing our schools network, including organising events and our annual conference.
- Managing our annual awards to gather evidence of impact and recognise good work in schools.

Communications

- Leading on the running of campaigns raising awareness of the impact of gender stereotyping, particularly in education.
- Putting together Lifting Limits' termly newsletter using Mailchimp.
- Implementing a redesign of our website (Wordpress); maintaining and updating the website moving forward.
- Gathering impact data for funder reporting from time to time

Organisational and administrative

- Manage Lifting Limits' data efficiently by implementing and managing a new CRM/database system in line with GDPR.
- Administrative support to the team, including:
 - Event management, such as setting up meetings and training sessions, venue hire and ensuring smooth running on the day;
 - Supporting charity governance, including taking minutes at Trustee meetings;
 - Electronic filing;

- Invoicing;
- Taking a flexible approach to general administrative and support tasks as required.

Managing our multiple projects

- Support for the team managing our multiple projects, including mapping our workflow using Excel or other appropriate tools.

General Duties

- Develop positive working relationships with team members and stakeholders.
- Commit to ongoing personal development and training.
- Undertake research as needed from time to time to inform our work.
- Participate in the day-to-day work of the organisation, attending meetings as needed.
- Act in a professional manner and upholding Lifting Limits' aims and values.

Person specification

Essential	Desirable
<i>Experience</i>	
Proven experience managing programmes, projects and budgets with tight timeframes.	Experience in education and school-centred programmes.
Experience in website editing and administration.	Experience using Wordpress.
Experience dealing with clients and managing client relationships.	Experience running awareness-raising campaigns.
Experience working with a range of stakeholders.	Experience bringing on board new clients and scaling up programmes
	Experience setting up and managing databases
	Experience using effective project management tools
<i>Skills and Competencies</i>	
Excellent IT skills, including strong working knowledge of Microsoft Office and understanding of available tools to facilitate online collaborative working.	
Proficient in creating and maintaining spreadsheets in Excel.	
Strong organisational and time management skills.	
Confident managing and prioritising multiple projects and tasks and meeting deadlines.	
Excellent oral and written communication skills in English.	
<i>Personal attributes</i>	
Self-starter and proactive.	
Excellent interpersonal skills, good at relationship-building and networking.	

Flexibility and problem-solving skills in the face of unexpected challenges.	
Work enthusiastically as part of a team.	
A keen eye for detail and accuracy.	
A commitment to gender equality and social justice.	
<i>Qualifications</i>	
	A recognised project management qualification would be a bonus.

Applications

We are an equal opportunities employer and we welcome applications from all suitably qualified persons.

To apply, please send your CV and a concise covering letter outlining your suitability for the role to info@liftinglimits.org.uk, including 'Programme Manager application' in the subject field.

The deadline for applications is 9am on 6th November 2023, however we may conduct interviews before the deadline so you are encouraged to apply early. Shortlisted candidates will be asked to provide references. Whilst we will do our best to respond to all candidates, if you have not heard from us within two weeks of the application deadline, please assume that your application has been unsuccessful.

For an insight into our work and its impact, we refer you to our report '*We can all be who we want to be*', available here www.liftinglimits.org.uk/pilot-evaluation.

Please also take a look at our social media feeds: [Instagram](#), [Twitter/ X](#), [LinkedIn](#), [Facebook](#).