

# Generation Changemaker: Programme & Placement Manager Job Description

**Role:** Programme & Placement Manager  
**Salary:** £30-£35k  
**Full time** 40-hours per week  
12-month fixed term contract (extendable)  
Reporting to the Operations & Projects Manager

It is our responsibility to support the future generation of Changemakers and to empower them with the right thinking and the right skills for their future...

Our purpose "to improve your world through better thinking" and our vision to create 100 million lightbulb moments by 2023 got us thinking. So, we have decided to employ 100 young adults to kickstart our movement. We have called them "**Thinking For Good Changemakers**".

Their role as a "Thinking For Good Changemaker" will include improving the lives of 100 people over 100 days" through our proven Go M.A.D Thinking methodology. But why stop there? We have also designed the world's best 6-month work placement programme to assist Changemakers with their transferable and employability skills and we have also decided to support their ongoing development for the next 10 years!!!

We are now looking for an empowering and inspirational leader to be at the core of the creation and delivery of our innovative Generation Changemaker Programme and be part of our vision to help 100 million people have Light Bulb Moments and to "**Make A Difference**" to people's lives.

If you have proven experience in 18-24 old programme management with a demonstrable understanding of 18-24 year employability skills delivery and have a personal vision that aligns with our own, lives our values and has a strong reason why to engage with, inspire and motivate a generation of Changemakers, we would love to hear from you.

## Purpose of Programme & Placement Manager role

The Programme & Placement Manager will report to the Operations and Projects Manager and work closely with the Head of Operations, Head of Digital Strategy, and other internal colleagues to lead Go M.A.D. Thinking's Generation Change Maker Programme.

As a Placement & Programme Manager you will inspire and empower 18-24-year-old Changemakers nationwide to each support 100 people over 100 days as part of their 6-month work placement. Changemakers will capture their progress of these projects as video diaries, to support their portfolio of evidence amassed during the work placement to share with potential future employers. In addition, they will undertake an in-depth project on a topic such as: social media, audio/video digital content creation, office admin, project management and business development to further improve their employability and transferable skills.

## **Programme & Placement Manager Key accountabilities**

### **To lead and manage a Generation of Change Makers**

- To lead, inspire and ensure Changemakers have a consistent understanding of Go M.A.D Thinking's vision, values, and purpose.
- To provide regular supervision to the Changemakers, monitoring work done by the Changemakers to ensure that duties and responsibilities are fulfilled.
- To undertake regular performance and wellbeing appraisals in line with Go M.A.D Thinking's HR policy.
- To agree with the Projects Manager any development needs and take appropriate measures to action these.
- To ensure Changemakers are aware of and have details of internal/external employability skills training available to them.
- To co-ordinate, prepare, plan, and facilitate high quality 18-24-year-old employability skills training.

### **To assist the Projects Manager and supporting team members to create and deliver the Generation Changemaker programme**

- To contribute to the Generation Changemaker programme design and content.
- To aid the Projects Manager in all aspects of the day to day running of the project.
- To manage and support the Changemaker from recruitment, induction, training, and ongoing support.
- To deputise for the Projects Manager when necessary.

### **To monitor the efficiency and effectiveness of Generation Changemaker programme**

- To ensure key performance indicators and metrics are met.
- To create and review performance objectives and targets for the Changemakers.
- To create and provide management reporting regarding Changemaker performance.
- To provide relevant information to funders (e.g. DWP) as and when required.
- To ensure that comprehensive project, quality, and risk plans are well managed.
- To identify opportunities for continuous improvement.

### **To ensure recipients benefit from initiatives delivered by Changemakers**

- To ensure recipients have an opportunity to express their views/testimonials, and that these are provided to the Marketing Manager.
- To monitor the level of satisfaction that recipients have with the activities or services delivered.
- To ensure that recipients are aware of Go M.A.D Thinking's, vision, values, aims and objectives.

### **To liaise with relevant agencies/services to ensure an effective and efficient service for the Changemakers**

- To keep up to date with DWP Kickstart scheme process/policies and other relevant compliance processes.
- To build and maintain positive relationships with relevant local agencies/services involved in delivering part of the employability skills development programme.

### **Essential (Knowledge, skills, and experience)**

- Knowledge and understanding of 18-24-year-old employment supervision, employability skills needs assessment, skills training, and development.
- Experience of engaging and inspiring 18-24-year olds.
- Experience of managing and leading teams remotely.
- Experience of project/programme management - organising resources and prioritising workloads.
- Experience of lone working and using own initiative.
- Experience of monitoring and reporting systems and preparing reports.
- Experience of effectively representing the best interests of service users and the organisation, whilst building beneficial relationships with a range of both internal and external customers.

### **Personal values and attributes**

- Shared values – challenging, inspiring, results focused, straightforward, passionate
- Energetic, enthusiastic and with a solution focused attitude
- High personal responsibility and desire to help people make their world a brighter place