



**Ambition  
Institute**



**AMBITION INSTITUTE | JOB PACK:**

Associate Director, Programme Leader  
(FTC)

# WHY WE EXIST

Children from disadvantaged backgrounds don't do as well as their peers at school.

We know that improving teaching and school leadership is the best way to address this gap. No other aspects of the school system have as much influence on pupil achievement, particularly the achievement of pupils from disadvantaged backgrounds.

Ambition Institute has one purpose: to help educators serving children from disadvantaged backgrounds to keep getting better.

# WHAT WE DO

At Ambition Institute we help schools tackling educational disadvantage to keep getting better, and help their teachers and school leaders to become more expert over time.

That's how we'll make sure every child gets a great education and the best possible start in life.

- > We train teachers and leaders at all levels to get better at the things that make the biggest difference: what you teach, how you teach it, and how you create the conditions for schools to thrive.
- > We share what works. Everyone can benefit from evidence of how great teaching and leadership can improve schools and change lives, so we connect people to the latest research and the best practice out there in the system.
- > We champion every teacher and school leader's potential to develop, as the driving force for sustainable school improvement.

# OUR IMPACT

We have worked with **14,000** educators,  
across over **3,000** schools, reaching more  
than **1.3 million** children across the country.



# WHAT IT'S LIKE TO WORK HERE

It's an exciting time to join Ambition. We've changed a lot over the last four years – merging three charities into one and expanding our offer to the education system. We're respected as one of the sector's biggest providers of high quality professional development and have an exciting future ahead of us.

We have around 220 staff across England. Though we are all mostly working from home right now due to Covid-19 restrictions, we have offices in London, Manchester and Birmingham as well as a number of home-based staff.

Our staff are dynamic and mission-driven, committed to helping teachers and school leaders give children from disadvantaged backgrounds the best possible start in life.

As a charity dedicated to professional development, we also want to keep getting better ourselves. We respect diverse backgrounds and expertise, and we support and challenge our staff to do high quality work.

## OUR OFFER

- > Agile working culture, so you can control how you work.
- > Staff affinity networks that help keep equality, diversity and inclusion at the heart of our work.
- > Enhanced maternity pay after a year's service.
- > Shared parental leave package.
- > Access to free, confidential 24/7 wellbeing and support line.
- > Professional development offer for all staff.
- > 25 days' annual leave + bank holidays.
- > Employer pension contribution of 11% (10% pension plus 1% national insurance rebate).
- > Interest free season ticket / bike loans.

# YOUR APPLICATION

## BIAS-FREE RECRUITMENT

We want to bring the best people into the organisation so we use a system that removes as much unconscious bias as possible from our recruitment. We don't assess your CV, but shortlist based on how well you answer a number of work sample questions related to the role.

## SAFEGUARDING

We take the welfare of children and vulnerable adults very seriously. We ask all staff to complete a number of pre-employment checks, including a criminal declaration form and a DBS check where needed.

## RIGHT TO WORK

As an employer, we are responsible for preventing illegal working in the UK. Employees must prove their right to work in the UK by verifying the relevant documentation of all current and incoming colleagues.

 [ambition.org.uk](https://ambition.org.uk)

 [info@ambition.org.uk](mailto:info@ambition.org.uk)

 020 3668 6865

 @Ambition\_Inst

## **Associate Director, Programme Leader (FTC)**

### **Job description**

<b>Salary</b>	£40,000 per annum + £3,000 London weighting (if applicable)
<b>Location</b>	Birmingham, London, Manchester
<b>Working pattern</b>	Full-time, 37.5 hours per week
<b>Contract</b>	Fixed term, 9 months with potential to extend to 12 months. If appointed internally – the successful internal candidate will be seconded to this role, after which they will return to their substantive role.
<b>Reporting to</b>	Director of relevant programme suite
<b>Direct reports</b>	Dependent on programme
<b>Main contacts</b>	Internal – Directors, Programme Leads, Learning Design team, Programme Operations team, School Partnerships team  External – Participants on the programme, external stakeholders (such as the DfE).
<b>Role requirements</b>	Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.

### **Main objectives**

Associate Director, Programme Leader is a key role within our organisation. The role will have oversight of one or more programmes and be the expert in this programme as a whole, its current participants and the customer group more generally.

You will hold end to end responsibility for your programme/s, holding a clear vision for its purpose and impact, and ensuring its financial sustainability, quality, participant satisfaction, and compliance.

You will lead a programme team which includes members of specialist teams from across the division and wider organisation, lead the team of facilitator/coaches for the programme and oversee quality assurance.

This is an exciting role in our organization and the successful candidate will have the opportunity to shape the role as our ways of working evolve and depending on specific programmes assigned.

## **Key responsibilities**

### *Programme Management*

- > Be the expert in the programme(s) and its participants, with responsibility for the end-to-end participant journey, from enquiry to completion and in some cases into their alumni experience.
- > Be the main point of contact for the programme internally and externally and be expected to facilitate on the programmes if appropriate. For example:
  - Working with the Learning Design team on the scope of the programme design
  - Overseeing the selection of key notes, facilitators, coaches and mentors
  - Overseeing participant interactions and event planning and delivery
  - Working in partnership with School Partnerships and Marketing and Communications to create and implement recruitment strategies
- > Monitor and report on relevant KPIs on the programme(s)' performance related to finances, quality and compliance.
- > Managing programme contracts effectively, ensuring successful delivery against any KPIs and maintaining effective working relationships with any contract management teams.
- > As part of a peer group of programme leaders, continually improve ways of working in the division, develop our staff, and ensure our programmes are run efficiently and effectively.
- > Lead, and ensure the successful execution of, the programme(s)' annual planning process, including financial review, workforce planning, programme quality review, and participant experience.
- > Have an oversight of data and reporting and ensuring data associated with participants is managed correctly and in line with GDPR requirements.

### *Programme Sustainability*

- > Ensuring overall programme sustainability through maximising programme-related income and ensuring value for money.
- > Oversee and manage the annual budget for their programmes taking decisions on where the budget is allocated to achieve the programme's aims and engaging in necessary budget processes as part of the annual cycle including regular income forecasting activity.
- > Develop and support marketing and recruitment strategies with Marketing and Communications and School Partnerships.
- > Work in collaboration with Marketing and Communications and School Partnerships to identify market opportunities and new methods of generating growth, driving conversion and improving retention.
- > Proactively identify and support business development and fundraising initiatives that positively contribute to Ambition's strategy and growth.

### *Quality & Compliance*

- > Monitor and manage programme-related risks, working across the organisation to proactively mitigate these as they occur, and adhering to reporting requirements of Ambition's risk management framework.

- > Quality assure all aspects of the programme and report its effectiveness and impact internally and to external funders and commissioners.
- > Ensure high levels of learning outcomes across the programme portfolio, high levels of pass rates and compliance with accreditation.
- > Act as the custodian of all programme-specific policies and procedures, ensuring they are reviewed, up to date, and in accordance with wider organisational policies.
- > Act as the lead contact for participant and customer complaints related to the programmes, ensuring adherence to the Ambition complaints policies & procedures and that matters are dealt with in a fair, timely and consistent manner.

#### *Team and Matrix Management*

- > Lead an effective programme team, including the collaboration of teams and resources from across the division and wider organisation through matrix working.
- > Provide effective team leadership and management, ensuring that programme teams understand the vision for the programme and are motivated by the contribution that the programme makes
- > Ensuring the team and individuals keep getting better through access to professional development including regular feedback and mentoring and ensure effective workforce and succession planning.
- > Ensure clear and regular communication within and across programme teams, setting clear and measurable targets and expectations/KPIs.
- > Undertake such tasks as may reasonably be expected within the scope and grading of the post.

#### **Key Skills and Experience**

##### **Essential**

Our successful candidate will, of course, demonstrate their commitment to the mission to improve the education and outcomes of children from disadvantaged backgrounds.

They will also be able to demonstrate the following qualifications, skills and experience:

- > A good understanding of at least one major customer group (teachers, middle leaders, senior leaders, headteachers, executive leaders), schools and the wider education system.
- > Teaching and school leadership experience.
- > A good understanding of the principles of effective training and development.
- > Excellent communication and negotiating/influencing skills with the ability to draw stakeholders together for a shared goal.
- > Excellent organisation, programme and project management skills and a strong delivery track record.
- > Excellent team management skills, ideally in a virtual team or project structure.
- > Previous experience managing multiple, urgent and competing demands.
- > Strong budget management skills, with the ability to drive financial performance and cost effectiveness.
- > Champion of our values and embody them in interactions with colleagues and partners.

- > Be a committed and generous team worker, to whom going above and beyond expectations for their colleagues is second nature.
- > Ability to interpret and analyse data to drive business performance.

**Desirable**

- > Qualified to degree level (2:1 equivalent or above)
- > Masters degree
- > Experience facilitating or delivery training across various groups of educators.

This post is subject to receipt of two satisfactory references and an existing Right to Work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.