# Job Description

## Job title: Programme Manager

### Local Meeting or Branch: WMQPEP

### Location: 41 Bull St, Birmingham, B4 6AF

### Salary or Salary Scale: £32,000

### Hours of Work: 22.5

### Reports to: Director

## Main purpose of the job

The post supports delivery of two programmes. The postholder also supports the Director on issues of development, strategic growth, and the maintenance of Peacemakers ethos, values and culture in both the team and the delivery of the work.

**Key responsibilities**

1. To take responsibility for the peace education in key stage 2 three year programme, funded by the Sir James Reckitt Trust including:
   1. Setting clear objectives and outcomes, planning to meet each of these, supervising a budget for them, measuring our success and reporting internally and externally on them.
   2. To set up a coordinating group with others in the peace education world in the UK, and stimulate interest in this project across peace education.
   3. To ensure that the peace education materials and training we promote are of high quality, as agreed by the coordinating group.
2. To support the Director with the Positive Peace Group Programme with young people by:
   1. Recruiting schools to the programme.
   2. Coordinating trainers and schools and troubleshooting any issues.
   3. With the Director, to oversee and ensure the quality of the work.
   4. With the Director, to grow the programmes in line with agreed strategies and plans.
   5. To oversee programme-wide evaluation and monitoring that enables a culture of learning and that builds an evidence base.
3. To work with the team on communications, fundraising and operations as needed.
4. To assist the Schools Coordinator with support of Associate Trainers, including organising reflective practice and Network Days.
5. Contribute to the Leadership Team contributing to the strategic planning and development and to the ethos of Peacemakers.
6. Represent and promote the work of Peacemakers through presentations, talks, demonstrations, visits and written materials and social media.
7. Demonstrate a personal commitment to equality, diversity and inclusion.
8. To undertake other relevant work as agreed with the Director.

## Any special conditions

This post will require an enhanced Disclosure and Barring Service records check,

The post holder needs to be able to travel around the UK.

Some flexible working required at weekend and in the evening.

Annual Leave must be taken during the school holidays and is 8 weeks (of postholder’s regular weekly hours).

## Date:

Drafted January 2023