



Programme Manager
Job Application pack

Thank you

"We are excited to be in our growth stage at BelEve, with lots of great initiatives and partners to support us in the great work we deliver.

Having an amazing team, who live our values personally and professionally has been the key ingredient in building our team. I am confident that as we grow we will continue to find phenomenal individuals who are committed to empowering the next generation of female leaders.

The Programme Manager is an exciting new role at BelEve and demonstrates our uncompromising commitment to creating opportunities to transform girls and young women, with tools and programmes that build self-belief, self-love, and self-confidence and addresses emotional, mental, and physical well-being"

We are an equal opportunities employer and are particularly keen to receive applications from a wide range of candidates.

Please read on to find out more about the Programme Manager role and do [get in touch](#) if you'd like to chat things over before applying.

Thank you for your interest in joining our team.

Marsha Powell
CEO

Key Details

We are looking for an ambitious, enthusiastic, and creative Programme Manager who is passionate about our vision and mission.

Our new Programme Manager will work with our Operations Director to develop and grow the delivery of our programmes.

Job Title	Programme Manager
Reporting to:	Operations Director
Staff Responsibility:	Facilitation Team
Hours	Part time - 28 hours 4 or 5 days, depending on preference.
Salary	£30k pro rata
Contract	2 year (extension subject to funding)
Location	London based with possible travel
Closing date	12 noon on 8 June 2023
How to apply	Via our website

Applicants may be required to complete a task in advance of an interview and references will be taken up prior to appointment.

Please note that you must have a visa that allows you to work in the UK for the duration of this contract.

An Introduction to Bel'Eve



About BelEve

BelEve is a UK-based charity founded 10 years ago by 3 sisters after the loss of their mother. BelEve equips girls and young women aged 8-22 with the skills, support, and confidence to find their voice and make informed choices about their future in an inclusive community. With love at the center of everything we do, we are committed to the development, wellness, and social mobility of girls and young women, BelEve advocates and creates a sisterhood culture, contributing to female empowerment and gender equality in the UK.

BelEve creates opportunities to transform girls and young women, with tools and programmes that build self-belief, self-love, and self-confidence and addresses emotional, mental, and physical well-being. We work collaboratively with the community, and we strive to create a legacy for the next generation, to achieve our mission that all girls and young women are empowered to become leaders of their own world.

To date we have impacted over 11,000 young girls and our mission is to impact over 22,000 young girls by 2027.

Our Founders

BelEve was founded by entrepreneur sisters Marsha, Chyloe and Rochelle Powell in 2013. After the sudden death of their mother, they became fully aware of the value of having a positive female role model in their life who instilled the importance of courage and the power of exercising your voice.

The sisters made a choice to use their grief to create a positive organisation which empowers girls to realise their dreams, redefining what it means to be a female leader, with the support of a network of positive role models.

The sisters believe that it is the unity of their sisterhood that has given them the continuous drive to succeed and wanted to create this for all girls.



Marsha Powell
Chief Executive Officer



Chyloe Powell
Chief Finance Director



Rochelle Powell
Operations Director

What we do

BelEve UK supports young girls and women aged 8-22 to develop skills and gain experiences that improve their life chances and career prospects. Our main aim is to engender change and bring solutions to issues affecting young women.

We offer a range of programmes to girls and young women

BEAM

Age 8-11

This interactive programme educates, inspires, and empowers girls with new experiences. BelEve UK's aim is to promote well-being, develop leadership and change-making competencies, aid transitions and support girls in reaching their full potential and revealing their influential voice.

Lead Her Ship

Age 12-15

Girls discover their own power to become a leader in their life, explore and connect with their dreams, and find their passion and purpose while becoming confident to lead their own ship and inspire others.

The programme provides new opportunities and experiences to lead a holistic healthy life and supports other girls to gain the same experiences.

BelEve in Her Success

Age 16-22

We partner with corporates to deliver a life-changing impact through our flagship mentoring programmes. The young women gain opportunities to increase their confidence, amplify and reach their full potential. Mentoring has proven to have significant, and at times, life-changing. With the right support to successfully transition from education to higher education, or from education to a career.

It Is That Deep (IITD)

Age 11-22

The It Is That Deep campaign has created a safe space for girls and young women to access practical resources and training against sexual harassment. The campaign exercises young women's voice, and developed over 200 sexual harassment ambassadors, who are changing the narrative for many young women in London.

Our Values

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Our values are behind everything we do. They inform our daily work and drive our future plans.

Love

Love is at the centre of everything we do, enabling us to be non-judgemental, open-minded and passionate

Sisterhood

Creating and developing spaces to support & build a community through sisterhood

Opportunity

Providing equal opportunities to allow young girls to discover their full potential

Transformation

Encouraging a transformational journey that allows girls to push past their limits and embrace new experiences

Collaboration

Sharing ideas and co-creating in a collaborative manner with those on a similar mission to reach a shared goal

Legacy

All young girls and women need to be empowered to become leaders of their own world



Our Future

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2023 is an exciting year for us as we continue to progress our new strategy. We are committed to our values and priorities with the intent to focus over the coming five-year period on enriching, deepening and expanding our current programme areas whilst developing our organisational effectiveness and sustainability to ensure our long-term success.

Infrastructure and capacity building will remain a key priority with safer recruitment and safeguarding enabling growth in delivering safe interactive spaces for all girls and young women. We are committed to continuous improvement in order to ensure our work continues to make a lasting impact on girl and young women's futures.

BelEve delivers its work through five programmes. These will continue to be the flagship thematic areas for the charity throughout the coming five years.

With the pandemic just behind us and the current cost-of-living crisis, we acknowledge the setbacks to progress in women's rights. BelEve will ensure that it meets the needs of girls and young women whilst addressing their individual intersectionality.

The transformational stories of our girls and young women will continue to inform our monitoring and evaluation strategy to ensure that our programmes continue to meet the needs of our girls and young women.

We have developed a 5-year strategy that is ambitious – and also realistic, with 4 key goals underpinning our plan:

1. A sustainable charity with a defined sector position
2. Deliver greater impact for girls and young women
3. Influence and transform girls and young women's lives
4. Stronger and deeper partnerships and collaborations



Role Overview

Outcomes and person specification

The Programme Managers mission is to act as the professional lead for the programmes of the charity.

An exciting and multifaceted role in a fast- growing charity requires a passionate and purpose driven professional lead to ensure the provision of the highest quality and impactful programmes and partnership relationship management.

You will be responsible for developing and implementing a number of programmes and initiatives which ensure we are a charity with a strong youth-led approach.

You will need to be a strong team player with a genuine passion for social mobility and dedication. You will have the ability to work independently with high levels of self-motivation alongside the skills to problem-solve and make decisions to deliver all aspects of a programme end to end, from design to reporting and evaluation.

The Programme Manager will multitask and need to manage time effectively and prioritise workloads. Interpersonal and communication skills are pivotal to build great relationships with and between many organisations to achieve a shared vision.

The duties listed below all feed into a business development objective with the aim to reach more school/participants, attract new funders, build brand equity, grow portfolio of current offerings to reach both financial and impact goals detailed in the 5 year strategy and beyond.

This is a challenging but rewarding role with great opportunities to make a difference and develop personally and professionally.

This role will be based in London and may require attendance at training events and meetings in the evening.

Summary of Responsibilities

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Your responsibilities will include:

Programme Design and Development

- Conduct initial research ie focus groups/ feasibilities studies to ascertain prospects of piloting new programmes.
- Contribute to strategic decisions concerning the design and delivery of programmes.
- Support the delivery of further opportunities for our young people including Work Experience etc.
- Work with teachers and delivery team to arrange programme logistics/coordination.
- Ensure BelEve's policies and practice are always adhered to across all programmes.

Matrix Management

- Contribute to the management the BelEve Facilitator's, providing termly reviews and personal/professional development feeding into objective setting, and appraisals.
- Evaluate the BelEve Facilitator's progress to ensure that all stakeholder KPIs are achieved alongside learning and development needs.
- Support in the recruitments and training of new delivery team members.

Stakeholder Relationship Management

- Proactively pursue opportunities to maximise networks with relevant organisations, including arranging taster sessions and presenting about BelEve and its impact.
- Support the development of partnership proposals to a range of stakeholders.
- Building and managing relationships with partners and other organisations to create a shared vision and engagement in implementing the programme.
- Maintain strong relationships with partners at all levels of seniority, including managing quarterly/annual reporting requirements on stakeholder KPIs.
- Host monthly meetings with external partners, to plan upcoming events and opportunities for students and confirm progress.

Impact Management

- Contribute to monitoring and evaluation projects across the organisation, engaging stakeholders within and outside the charity.
- Provide insights and conclusions that inform programme development using varied formats i.e. case studies.
- Utilise the evaluation framework and practice regular internal reporting of programmes using monitoring data i.e attendance, engagement, progress etc.

Working Relationships

- Work closely with Operations Director around development and strategy implementation with a practice of continuous improvement.
- Work with the Finance function around programme resources/expenditure and fundraising initiatives, support cultivating a diverse pool of funding mechanisms for long term goals. Contribute to strategic decisions concerning the resourcing of programmes.
- Work with the facilitation team to understand and improve any and all issues surrounding programme delivery and coordination.
- Work with the outreach and engagement functions to attract new participants to the programme by building brand awareness and strengthening community connections.
- Work with the marketing function to inform and support content creation/marketing campaigns.
- Collaborate with Corporate Partnership manager to understand and support corporate partners in achieving their strategic aims, goals and impact.

Essential characteristics and experience

- Experience of line management, preferably within the charity sector
- Experience of complex programme delivery and management
- Experience of the development and delivery of community-centred programmes with a track record of successful beneficiary engagement and positive outcomes
- Exceptional communication and interpersonal skills and the ability to deal with, and have empathy for a diverse range of people
- Experience of networking and developing partnerships with a wide variety of organisations from the third sector, public sector, schools etc
- Innovative, strategic thinker, able to resolve complex problems
- Excellent organisational skills and the ability to manage a variety of complex tasks simultaneously
- Able to maintain records and produce clear written and oral reports.
- Proficient using technology and software programs, particularly Microsoft office, google docs, and Salesforce.
- Capacity to inspire and motivate others
- Ability to take initiative, be flexible and think creatively when working to maximise budgets
- Can-do attitude when faced with challenges and rapid changes that can occur when working for a small but dynamic charity
- Ability to maintain appropriate professional relationships and boundaries with young people.
- A Knowledge of safeguarding children and young people.
- A Knowledge and understanding of health and safety requirements and an ability to translate this into day-to-day practice
- Experience working with young people to bring about positive outcomes.

Equal Opportunities Statement

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Criminal Record Check

BelEve is committed to safeguarding children, young people, and vulnerable adults. As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake an enhanced DBS check and all those invited to interview will be required to complete a self disclosure.

Additionally, if you feel you would require reasonable adjustments in order to carry out the role or attend an interview at BelEve due to a disability, caring responsibilities or any other reason, please give details on the section provided on our application form or get in touch with us to discuss further.