

**Job Title: PROGRAMME MANAGER**

**Hours:** 2 days a week during office hours – flexible working but with bi-weekly team meetings on Wednesday mornings

**Location:** Your choice; work from our office, work from home, or a mixture of both. You will need to be able to visit our Bristol office frequently for team meetings (Bristol BS6 7QD)

**Remuneration:** £155 - £170 per day, depending on experience

**Reporting to:** CEO

**Key Flamingo Chicks' dates for the year ahead:**

Core Team Day: 13<sup>th</sup> March 2024

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**Responsibilities:**

**Programme Management:** Leading the smooth delivery of Flamingo Chicks' Dance and Performance programmes (dance/performance expertise not required for this role). This will include oversight of our Dance Lead, Head of Performance, Agents of Change Lead and the role is supported by our Team Dance Co-ordinator.

- Ensuring a co-supportive and happy Team, fostering a collaborative and productive work environment, providing guidance, support, leadership and motivation.
- Understanding the team's combined capacity, being risk aware and developing mitigation strategies / contingency plans to address unforeseen circumstances that may impact Programme and/or project delivery, ensuring high quality output at all times.

**Evaluation:** Establishing robust tracking methods, for Team Dance and Performance Deconstructed classes and projects, focusing on meeting funder targets. Monitor project progress, track milestones, and prepare regular status updates, providing clear and concise updates on project performance. Showcasing impact through quantitative and qualitative methods tailored for young people with SEND (with the advice and input of the Dance Lead who will bring specialist guidance from a dance and inclusion perspective). Contributing to report writing for funding applications, impact reports and quarterly Board updates.

**Professional Collaboration:** Hosting annual round-table discussions, incorporating insights from education, health, and social care professionals into Flamingo Chicks' work, seeking their feedback to drive evolution.

**Class & Workshop Coordination:** Organising regular classes, workshops and virtual sessions to meet set targets, being confident and proud to sell-in our services to a range of settings including schools, with the assistance of the Team Dance Co-ordinator. Ensuring accurate and timely invoicing for all paid classes. Overseeing the organisation of the Agents of Change Programme, ensuring timely delivery of sessions.

**Communications:** Gathering content from the teaching team for social media, updating website class pages. Ensuring Flamingo Chicks branding in classes alongside our brand of magic and sparkle. Growing the teacher community, particularly via What's App.

**Governance:** Child Protection Safeguarding co-lead (along with the Dance Lead and CEO). Regular monitoring of teaching policies and documentation, overseeing child protection procedures and ensuring compliance with FC standards in health, safety, and branding.

**Team Events:** Planning and hosting the Annual Team Day (May) with support from the CEO, attending Operations Team meet ups.

**Volunteer Support:** Collaborating with the Head of Community to ensure classes are adequately supported by volunteers.

**Trading:** Developing Flamingo Chicks training programmes such as Dance Inclusion Training.

**Meetings:** Attending and participating in relevant external meetings and/or forums related to inclusive delivery and communicating learnings with the teacher team.

The job role may include other reasonable duties/tasks from time to time.

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## Qualifications and Skills:

- Excellent communication, leadership and interpersonal skills.
- A commitment to the charity's values and mission.
- Proven experience, 5 years in programme and/or project management, demonstrating successful delivery of projects within scope, time, and budget constraints.
- Strong problem-solving abilities and attention to detail.

## What We Offer:

- An opportunity to lead and work on exciting and impactful projects within a dynamic and collaborative work environment.

- A fulfilling opportunity to oversee the delivery of impactful inclusion initiatives and make a difference in the lives of diverse communities.
- A supportive and collaborative work environment within a passionate team dedicated to promoting inclusivity through dance.
- A flexible work schedule and choice of where to work too!
- Professional development and growth opportunities.

## **HOW TO APPLY:**

We believe our diverse and inclusive team makes us stronger so we encourage applications from all backgrounds and life experiences.

If you'd like to apply for this vacancy please email a CV and either a covering letter (or if you prefer, an introductory video) to Rachel Fellows, ([rachel@flamingochicks.org](mailto:rachel@flamingochicks.org)) and please contact Rachel for any queries, or to arrange an informal discussion.

Closing Date for Applications: 5pm, Friday 9<sup>th</sup> February 2024