



**FUTURE
FOUNDATIONS**

PROGRAMMES DIRECTOR

Application Information Pack

Including Job Description & Person Specification

To apply, go to www.future-foundations.co.uk/programmesdirector

OUR MISSION IS TO
INSPIRE YOUNG PEOPLE
TO **ACHIEVE** THEIR **FULL POTENTIAL**
AND BECOME **LEADERS** IN
THEIR LIVES AND WITHIN **SOCIETY**

OUR VISIONS IS A SOCIETY WHERE
ALL ORGANISATIONS ARE LED BY
SOCIALLY CONCIOUS PEOPLE, WITH
EVERY YOUNG PERSON
MAKING THE **TRANSITION**
INTO **ADULthood** WITH THE
FOUNDATIONS THEY NEED
FOR **THEIR FUTURE**



INTRODUCTION

Hello and thank you for your interest in joining the Future Foundations team.

Founded in 2004, we have designed and delivered pioneering training programmes and experiences for over 100,000 young people between the ages of 7 and 24 in over 100 countries.

We exist to create a better world for everyone. We have 15 full and part time staff and over 160 associates worldwide. Our Head Office is in Wandsworth, London.

OUR PRINCIPLES

Our approach to the design and delivery of our programmes is guided by our principles. We challenge our facilitators and the young people we work with to commit to these principles, which we believe are pivotal to becoming leaders in their lives and society. We also live and breathe these responsibilities in our working environment: we practice what we preach.

- **TAKE RESPONSIBILITY**
- **PURSUE YOUR PASSIONS**
- **BE AUTHENTIC**
- **CONTRIBUTE YOUR TALENTS**
- **ENJOY YOUR JOURNEY**



OUR STRUCTURE



We are a founding member of Our Future Group, a collection of forward-thinking organisations seeking to achieve positive social change.

Find out more here:

www.ourfuturegroup.com



Our sister company, Future Solutions Online powers Future Foundations and many of our partners online systems and processes, enabling us to scale our impact.

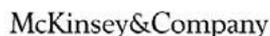
Find out more here:

www.futuresolutionsonline.co.uk

OUR CLIENTS & PARTNERS

Future Foundations is proud to work with a wide variety of organisations, from government departments and directly funded government programmes, companies and not for profits, universities and colleges, and schools up and down the UK and internationally.

Here are just some examples of our clients, and a full list can be found on [our website](#).



JOB DESCRIPTION

OVERVIEW

Location	<ul style="list-style-type: none">▪ Main place of work: Future Foundations, Devas Club, 2a Stormont Road, London SW11 5EN▪ Home working up to 3 days a week to be agreed.▪ Training programme venues including schools, universities, and third party venues
Reporting to	CEO
Hours	Five days a week (40 hours a week).
Annual leave	33 days per annum, including Bank Holidays. Additional day per year of employment, up to 38 days per annum
Remuneration	Salary: £41,000 to £44,000 per annum (dependant on experience)
Benefits	See below

To give you a deeper insight into FF and the role, this application pack includes information about the company, the job description, the type of person we are looking to find and the remuneration and benefits package for the position.



JOB DESCRIPTION

SUMMARY OF ROLE

This is an exciting new senior leadership role for Future Foundations to oversee our programmes in the UK and around the world as we continue to grow and expand.

We are looking for a leader with extensive experience of managing projects and programmes to a high standard, exceeding expectations, and meeting contractual obligations. This person needs to have a keen eye for detail, be tech savvy, and highly organised with a passion for people and impact.

This role is ideal for someone with significant experience of managing youth projects and working with multiple stakeholders to deliver high quality outcomes.

The role will involve overseeing smart project management, delivery and strategic vision of the Future Foundations partnership programmes including; AWS GetIT Schools programme in the UK, Ireland and Germany, the Dirt is Good Schools Programme in the UK, Bertha Earth Programmes and our own School programmes and flagship Global Social Leaders programmes.

You will manage key members of the team and oversee programme teams to ensure high quality programmes which exceed our client's expectations to ensure repeat contracts with existing clients, and expansion of our programmes. You will oversee communications and reporting with our clients to develop effective long-term relationships.

You will work alongside the CEO and Operations Director on the strategic vision and plans for the organisation; ensuring that FF continues to strive for innovation and excellence.

You will work closely with our sister company, Future Solutions Online to ensure our IT systems are meeting the needs of our programmes.

During the programmes you will visit the programme sites, where applicable, to ensure quality of delivery including Health and Safety and Safeguarding.

EXPECTED OUTCOMES FROM THE ROLE

- Ensuring high quality programmes are delivered so that contracts are renewed, and new business can be secured
- Ensuring compliance and targets reached
- Creating and overseeing delivery of a strategic plan and an operational plan for the year
- Ensuring that programme teams are efficiently managing programmes, with systems and checks in place to achieve this
- Supporting the strategic development of the organisation

OUR PROGRAMMES



AWS GETIT

The Amazon Web Services (AWS) GetIT programme is an exciting initiative running in the UK, Ireland and Germany with the objective to inspire more young people, and especially girls, to get into IT and gain digital skills. 17% of the current tech industry are women.

The aims are for the programme's participants to build practical digital skills and relevant work experience, learn more about technology as a possible career option from industry experts, and feel empowered to break down gender stereotypes and consider a career in IT and app making.

During the programme teams of students design an app that solves or tackles a problem in their local school/community.

You can find more information about the programme here:

www.future-foundations.co.uk/awsgetit



BERTHA EARTH SCHOOLS PROGRAMME

We support the delivery of the Bertha Earth Schools Programmes. For example, this year we will be supporting the delivery of a fully funded, innovative 2-year programme for young people starting in Year 7. The curriculum supports young people to meaningfully connect with themselves, each other, and the environment. They develop their storytelling skills, improve their wellbeing and be given the opportunity and resources needed to design and deliver their own environmental action.

We do this through a series of in-school workshops and an off-site trip, culminating in a rural five-day retreat at a working farm called Jamie's Farm.



We also support the delivery of the Bertha Earth Changemakers programme, which is a virtual Saturday programme, and advise on their strategy for future programmes and opportunities for young people.

DIRT IS GOOD SCHOOLS PROGRAMME

Future Foundations has been selected to be the UK National Delivery Partner for the Persil Dirt Is Good Schools Programme, working in partnership with Global Action Plan. This is a new fully funded programme, which will support primary and secondary schools, to engage their students in taking action on social and environmental issues. Through collaborative social action the Dirt is Good School's programme aims to narrow the values perception gap to bring about cohesive communities of change.

More information can be found here:

www.future-foundations.co.uk/dirtisgoodannouncement

OUR PROGRAMMES

(CONTINUED)



GLOBAL SOCIAL LEADERS

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The Global Social Leaders programme was launched in 2013 by Future Foundations, in partnership with the Wellington Leadership and Coaching Institute. The various GSL programmes aim to empower young people to co-design innovative social action projects benefiting their families, communities and charitable organisations further afield. We have since inspired and supported 5000 young people to deliver over 1000 projects in 100 countries through our GG Competition.

More information can be found here:
www.globalsocialleaders.com



FF SCHOOL PROGRAMMES

We deliver a number of one day, two day and summer programmes delivered at schools as well as residential programmes:

- Induction Days
- Prefect Days
- Leadership Days
- Higher Education Days
- Higher Education Residentials
- Summer Schools

More information can be found here:
www.future-foundations.co.uk/school-programmes

MAIN RESPONSIBILITIES

PROGRAMME OVERSIGHT

- To oversee budget management by project teams including reporting into senior management reports and meetings
- To work with the Operations Director on programme management systems and systems development
- To work with the Operations Director on areas such as Safeguarding, risk management and systems to ensure all programmes are safe and well managed
- Liaison with each programme / project lead to track progress
- Oversight of setting and ensuring project teams are meeting key KPIs and targets
- Ensuring contract compliance through oversight of regular Project Board reports by each team
- Oversight of regular Project Board reports by each team
- Managing client relationships, such as AWS and Unilever as well as wider stakeholders engagement
- Attending key meetings with clients and stakeholders, including reporting as part of contracts
- Oversee and ensure that Safeguarding, Equal opportunities, Health and Safety guidelines, and Data protection are all met by each programme
- To ensure FF values and ethos are being met

PROGRAMME DELIVERY

- Completing regular programme checks such as; quality assurance, staff quality assurance, site quality assurance, Health and safety audit and Data protection audits alongside the Operations Director
- Ensure that any Graduate or Alumni pathway meets the same standards
- Supporting programme staff training to ensure high standards are met
- Ensuring knowledge sharing between the programme teams on best practice

OPERATIONS AND LOGISTICS

- To maintain up to date, accurate and clear records / data in accordance with regulatory expectations
- Overseeing and working closely with the project team to ensure the logistics and operations of the programme run smoothly



MAIN RESPONSIBILITIES

(CONTINUED)

BUSINESS DEVELOPMENT

- Account management and development as appropriate alongside the CEO
- Develop strategy for programmes and the organisation
- Identify opportunities for future programmes
- Develop links with key stakeholders
- Represent FF at meetings and events

STAFF MANAGEMENT

- Overseeing employee training and development as appropriate alongside the Operations Director
- Line management of key staff
- Ensuring regular learning and development
- To guide any staffing reviews and provide direct line management
- To support the regional teams in dealing with and managing any issues within the team

STRATEGY AND LEADERSHIP

- To work with the CEO and Operations Director and senior members of the team to set and enact the operational and strategic plans for the organisation

OTHER REQUIREMENTS

Other areas identified with this role include:

- Ability to travel to various locations around the country as and when required
- Ability to work flexible hours as and when is required
- Participate in various project work as when is required



PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Degree or equivalent

DESIRABLE

- PRINCE2 or similar project management qualification

EXPERIENCE

ESSENTIAL

- At least 5 years of project management experience
- A proven background of successful project management
- Managing projects and administratively keeping records and handling sensitive data
- Experience working in the youth or education sector
- Strong operational and logistical experience
- Budget management
- Experience of leading a team to meet key targets
- Inspiring, supporting, leading and managing a large team of peers / adults
- Experience of managing or motivating groups of people in stressful environments (in a paid or voluntary capacity)
- Working in a fast-paced and demanding environment



DESIRABLE

- Participation in or management of youth programmes
- Working with teenagers and young adults from diverse backgrounds and social mix
- Running, coordinating or playing a senior role on a youth residential programme
- Working with challenging and confrontational behavior
- Experience of leading on Health and Safety
- Experience of leading on Safeguarding
- Experience of Line Management or people management

SKILLS

ESSENTIAL

- Strong organisational and decision-making skills including being able to balance competing priorities
- Ability to remain calm and focused under pressure
- Excellent communication and team building skills
- Strong working knowledge of Excel, Word and PowerPoint

DESIRABLE

- Business development experience
- Use of CRM

PERSONAL ATTRIBUTES

ESSENTIAL

- A passion and enjoyment around working with teenagers
- Solution based thinker – Natural positive mind-set
- Natural people person, good at bringing the best out of people
- Ownership – ability to take ownership of tasked areas of responsibility
- Ability to empathise with teenagers and refrain from making judgment or bringing prior negative experiences into a clean working environment
- Ability to remain calm and collected and manage a team whilst tired or stressed

The role will require an enhanced DBS disclosure check and an understanding of Safeguarding.



APPLICATION TIMELINE

- Deadline for applications: **4th August 2021**
- First round interviews: **11th or 12th August 2021**
- Final round interview: **16th or 17th August 2021**

We may contact you prior to the deadline to invite you to a preliminary phone interview to discuss the role or to request further information prior to invitation to interview.

We will contact you to confirm whether the interviews will be at our office or virtual, and we will be following the latest Covid-19 guidelines.

To apply, go to www.future-foundations.co.uk/programmesdirector



BENEFITS

OFFICE GYM, CAR PARK AND SHOWER

Our head office has a range of shared amenities onsite, which are available for use by our team.

SOCIAL AND PERSONAL DEVELOPMENT

We encourage our team to dedicate time, to their own personal and social development.

GIFTS

We recognise our team birthdays and work anniversaries.

ANNUAL LEAVE

Additional day per year of employment, up to 38 days per annum.

CYCLEScheme

We are enrolled to offer this scheme. This is an employee benefit that saves you 25-39% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.

EMPLOYEE LOANS

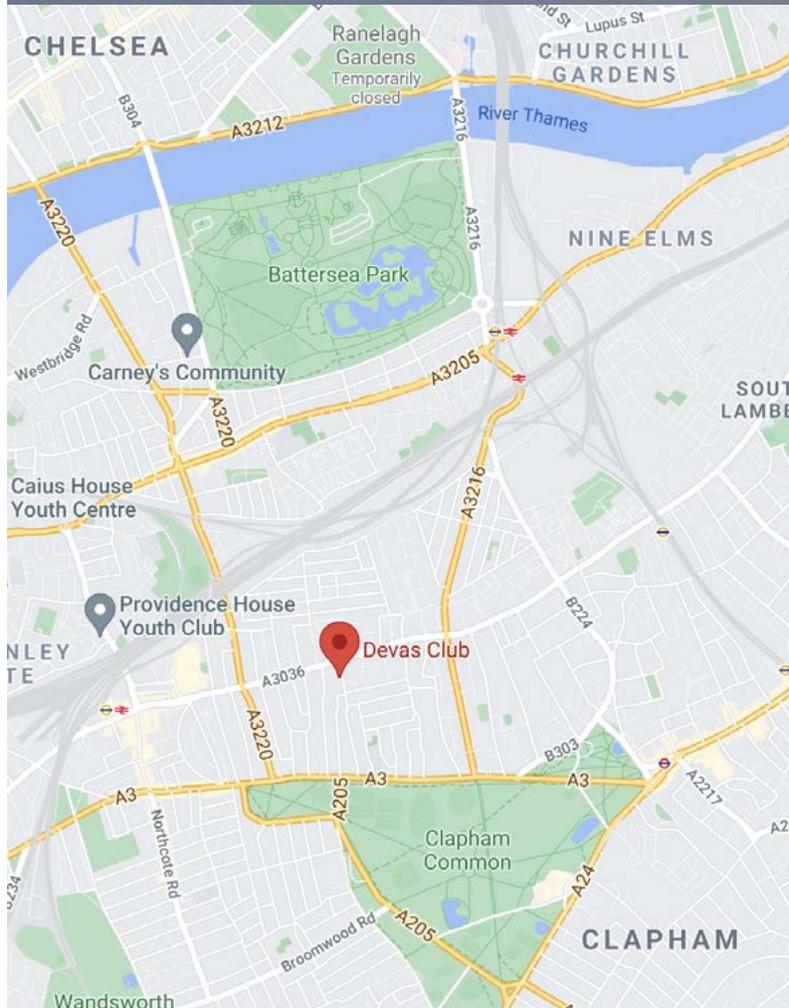
Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

FLEXIBLE WORKING

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours or working from home.

PENSION

Subject to meeting the qualifying conditions, all staff are automatically enrolled in our workplace pension scheme.



SAFEGUARDING STATEMENT

Future Foundations works with children as part of its activities. Our full policy can be read online [Safeguarding Policy](#)

WE BELIEVE THAT

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

WE RECOGNISE THAT

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

SAFE RECRUITMENT

The safety and well-being of young people on our programmes is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm. We operate a Safer Recruitment policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children.

ALL APPLICANTS MUST

- Explain any gaps in their employment history
- Explain satisfactorily any anomalies or discrepancies in the information given
- Declare any information that is likely to appear on a DBS disclosure through a Self- Disclosure Form
- Provide a minimum of 2 references including a previous employer
- Complete and Enhanced DBS check

Please also refer to our full [Safer Recruitment Policy](#)



“It is an absolute joy and privilege to work with FF. Their team are bursting with passion, commitment, enthusiasm, emotional intelligence and respect.

The team works incredibly hard to deliver transformational programmes drawing upon the strengths and creativity of all involved.”

Katy Granville Chapman,
Deputy Head, Wellington College

Co-Founder, Global Social Leaders.
Associate Fellow, The Oxford Character Project.

