



# PROGRAMME MANAGER

## JOB DESCRIPTION

Year Here is a platform for people who want to build smart responses to social problems.

Over one year our Fellows learn from, and design with, people at the frontline of inequality – in care homes, homeless hostels and youth services across London – and go on to found some of the most promising social impact startups in the country.

Since launching at 10 Downing Street in 2013, we've worked with 166 aspiring social entrepreneurs and launched award-winning social ventures like Cracked It, Birdsong and Chatterbox.

We're a deeply committed team of 10 surrounded by a faculty of 75 social innovation experts – the great and the good of Britain's social impact world. We care about being first-rate professionals, learning with restless vigour and having fun along the way.



## ABOUT THE ROLE

As our Programme Manager, you'll be leading many of Year Here's most critical work strands so that we can propel the UK's most promising professionals towards entrepreneurship that genuinely makes a difference.

You'll work closely with Damien and Kirsty, who run our recruitment and programme delivery functions respectively, to manage a seamless journey for our Fellows – from application through to graduation.

At the heart of our programme team, you'll think through how to bring our curriculum to life in a way that is meaningful and truly transformative for our Fellows and graft behind the scenes to make sure we pull off each programme component without a hitch.

Given how critical our partnerships are to the success of Year Here, you'll delight our diverse clients, faculty and strategic partners with your professional and friendly communications.

This is a full time role.

## YOUR RESPONSIBILITIES

Some of the big challenges we want you to take on are to:

### Manage the moving parts of the course to create a seamless experience.

You'll be in the lead in producing Year Here – from sourcing imaginative venues across London to getting learning materials to the right place at the right time. You'll make facilitation a breeze for our faculty and they'll love working with us as a result.

### Maintain the behind-the-scenes systems that make the programme feel like a well-oiled machine.

We're a small team but your mastery of our systems should make the Fellows feel like their time with us is managed effortlessly. We want learning to continue beyond each training session. This rests on user-friendly, up-to-date systems like Slack and Google Drive that Fellows trust and love using.

### Manage our selection process to find the highest potential Fellows.

Twice a year, you'll manage our selection process, helping the team whittle 100s of applicants down to a cohort of brilliant, diverse social entrepreneurs through selection workshops, tests and interviews. Your clean, well-presented analytics will give your colleagues the insight they need to make the right selection decisions every time.

### Guide each Fellow from receiving an offer to day one of the course.

Once offered a place on the programme, you'll give Fellows key programme information, help them secure the financial support they need and get them hyped for what we hope will be the most transformative year of their lives.

### Be the friendly face of Year Here for our clients and partners.

Whether it's in getting contracts signed promptly, keeping consulting clients updated about progress in the studio or meeting placement partners to gather feedback, you'll be efficient, charming and thoughtful in nurturing our 40-odd partnerships. You'll intuitively get the diverse styles and preferences of the organisations we work with – from small community centres and care homes to government departments, national charities and corporates.

## ABOUT YOU

### You're at your best in project manager mode.

You've managed lots of projects before; budgets and gantt charts are home territory. Managing multiple processes – with different rhythms, different objectives and different resources – does not intimidate you. Juggling comes naturally and you always stay cool headed.

### You're diligent, logical and ordered in your work.

People know you as a highly-organised professional and it irks you when things aren't in their right place. You're happy to help others bring similar order and rigour to their work. Your attention to detail is fantastic.

### You love numbers and data.

You're very happy in an Excel spreadsheet – whether it's to analyse datasets or build budgets. Numbers don't scare you. You get that good decisions can only be made with good data.

### You're a sensitive and thoughtful relationship-builder.

You love nurturing relationships and building trust. You know how important it is to get back to people promptly and to make life easier for our partners. You always do what you say you're going to do.

### You're not afraid of working hard in pursuit of a big vision.

You love a challenge, and are up for working hard in pursuit of our vision of a better society. With an entrepreneurial bent, you're used to achieving a lot with a little. You're up for joining a fast-moving environment.

### You care about society and believe in people's capacity to drive progress.

You're passionate about social change and excited by the potential of social entrepreneurship.

## BENEFITS

- £28,000 to £35,000, depending on experience
- Gorgeous, open plan studio in Hackney, a stone's throw from London Fields (and its newly-reopened Lido), Regent's Canal and Broadway Market.
- Access to tonnes of events and training sessions delivered by some of the leading lights of the social innovation world.
- A strong commitment to personal and professional development – with a £500 annual training budget.
- Up to 3% contribution to your pension
- 25 days paid annual leave per year

## TO APPLY

Send your application to Kirsty Turnbull on [opportunities@yearhere.org](mailto:opportunities@yearhere.org) with the subject line “[Your Name] / Programme Manager Application” and:

- Tell us about yourself and why you want this role.
- Tell us about a complex project, event or activity you’ve managed – and how you pulled it off successfully.
- Attach your CV and/or link us to a LinkedIn profile or online portfolio.

The closing date for the role is midnight on **Sunday 20<sup>th</sup> October** although we will be conducting interviews on a rolling basis – so get your application in early.

There is a 3-stage selection process:

1. Submission of CV and cover letter as detailed above.
2. An initial telephone interview (20 mins).
3. A final round interview and a test (90 mins).

We are committed to building a diverse team and strongly encourage applications from women, minorities, LGBTQ+ people and people with disabilities.

## WHO WE ARE

Year Here is a postgraduate course in social innovation based in London.

Unlike a traditional Master's degree, Year Here is immersive and action-oriented. Our Fellows try their hand at building creative responses to social problems, supported by industry mentoring and a rigorous social innovation curriculum.

Year Here Fellows have collectively volunteered 110,000 hours in frontline services – including homeless shelters, care leavers' services and pupil referral units – and launched 30 new social ventures backed by Nesta, The Observer, Ashoka, UnLtd, Bethnal Green Ventures and the Esmee Fairbairn Foundation.

These ventures include:

- [Birdsong](#) - a fashion brand selling clothes handcrafted by women's groups – from elderly knitters to migrant seamstresses – with a 'no sweatshops, no photoshop' ethos
- [Fat Macy's](#) - a roving restaurant that trains homeless Londoners to run supper clubs, with profits helping them raise a deposit for their first flat
- [Cracked It](#) - a training programme for young people who are involved in gangs to fix cracked iPhones, as an entrepreneurial route away from gang crime



Year Here is a social enterprise; meaning that we are a company that exists to bring about positive change in society rather than to maximise shareholder profits.