



GET FURTHER

Getting students ahead in further education

CHIEF PROGRAMMES OFFICER RECRUITMENT PACK

Location:	London. We share the Ark office, and have one-two core office days (Tuesday and Wednesday) and you can choose whether to work remotely or in the office on other days.
Hours:	Full-time (we will also consider applications for 0.9 and 0.8 FTE). We can discuss flexible working patterns, as needed.
Duration:	Permanent
Salary:	£55,000-£65,000 dependent on experience, including £3,000 London weighting
Start date:	Mid-late June

OUR MISSION

One in three students leave school each year without a pass in GCSE English and maths - **this rises to over one in two for young people from disadvantaged backgrounds**. Without GCSEs in English and maths, these young people are significantly more likely to drop out of education and are locked out of key professions, apprenticeships, and university courses.

Get Further exists to change this. Our charity has an award-winning tuition programme that helps students from disadvantaged backgrounds in further education to pass GCSEs in English or maths. We place highly qualified, specialist English and maths tutors in further education, who deliver a bespoke curriculum that builds confidence and skills in these core subjects.

Small group tuition is proven to be the most effective intervention for improving outcomes, fast. Students on our programme are more likely to move up at least 1 grade between the start and end of the course – **with results twice the national average**.

To help more students **get further**, we are seeking a Chief Programmes Officer to lead our programme delivery and development. In this role, you will ensure that our programmes are of the highest quality and deliver maximum impact for the students we support and further education partners. You will also work with the CEO to grow the reach of the charity, through business development and building relationships with external stakeholders. You will be a core member of the charity's Executive Leadership Team, steering the charity to ensure it achieves its strategic priorities and mission.

OUR TEAM, CULTURE AND BENEFITS

Our central team comprises some 16 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ around 70 active tutors. Our main office is in Notting Dale, London, although we also have team members based in Yorkshire, Norwich and elsewhere. We share our office with [Ark](#) and its [ventures](#). We promote a supportive, collaborative, and positive working environment.

As well as the perks of unlimited tea, coffee and free fruit when in the office, we enjoy:

- 36 days of holidays per year (including bank holidays)
- ongoing learning and development opportunities
- flexible hybrid working
- quarterly 'in-person' team development days at our offices in London
- the joy of working in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.



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ROLE DESCRIPTION

We are looking for a senior leader, with extensive experience in programme and/or project management, able to lead a fast-growing team within a mission-driven organisation. You will be a core member of the Executive Leadership Team, in particular working closely with the CEO, the Director of Operations and the charity's Programme and Curriculum Managers. You will have direct exposure to the Board of Trustees and the opportunity to fundamentally shape the organisation and its direction.

The Chief Programme Officer will be responsible for all aspects of programme delivery, including business development and stakeholder management with new partners in further education, reviewing and improving delivery across the annual programme cycle, and oversight of programme quality and impact. You will play a leadership role in the overall direction of the charity and work with the CEO and the Director of Operations to ensure that the systems, processes, and ways of working for the Programmes Team are in place to ensure effective programme delivery.

Get Further was founded in 2018, after winning the Teach First Innovation Award – a nationwide competition to find the best new ideas to tackle education inequality. This role is a fantastic opportunity for someone who is passionate about improving social mobility and tackling educational inequality. While the role offers the chance to build transferable skills in strategic leadership and business development, there will also be opportunities to support the charity across other aspects of its work. As Get Further is a rapidly growing organisation, you will be expected to find new solutions to operational challenges and suggest better ways of working where possible, with a lot of scope for you to make your mark on the charity and be directly responsible for its success.

Get Further is committed to the quality of the roles we offer. The successful candidate will be offered genuine learning and development opportunities and will join meetings and build networks with senior leaders across the education system.

MAIN DUTIES AND RESPONSIBILITIES

As Chief Programme Officer, you will be responsible for:

Executive Leadership

- Working closely with the CEO and Director of Operations to provide overall leadership for the organisation.
- Reporting regularly to the Get Further trustees, including overseeing the Quality and Impact subcommittee.
- Deputising for the CEO as needed, internally or externally, including representing the charity externally at events, including sector-led conferences and advocacy opportunities.

Business development and sales:

- Providing strategic oversight for business development, identifying new business opportunities across the education sector (i.e. apprenticeships and adult education) to ensure Get Further meets its goals for growth.
- Growing the reach of Get Further, developing and implementing our strategy to build new partnerships nationally across the further education sector, deepening our presence in areas of existing provision, and ensuring excellent college renewal rates.
- Line management of Senior Programmes Team members, supporting their development and delivery of KPIs regarding college sales and renewals.



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Programme delivery:

- Strategic leadership of the Programmes Team (currently a team of 12 full-time staff), including ensuring that the team has the culture, working environment and professional development opportunities to ensure they are well-equipped to deliver high-quality programmes.
- Overseeing efficient delivery of every aspect of the annual programme cycle, from setting and ensuring achievement of targets for tutor recruitment, to leading the team to deliver on tuition logistics (including clear and timely student, tutor and college communications), and reporting on our impact to our partners in further education, ensuring programmes are high-quality and impactful for students and partners.
- Identifying and rolling out developments to programme delivery that help to improve our ways of working at scale, to enable the team to deliver now and in the future.
- Continually and proactively identifying and evaluating potential risks to programme delivery, and collaborating effectively with colleagues across the charity and our FE partners to ensure these are resolved.

Programme quality and impact:

- Oversight of Get Further's processes for monitoring and evaluating the impact of our programmes, including communicating our results with existing and potential partners in further education to support the charity to meet its wider objectives.
- Ensuring Get Further's approach to curriculum, assessment and training continues to develop and improve with insights from our impact data.

External relationships:

- Building relationships and our brand across the further education sector, including overseeing and setting the direction for our FE Advisory Group, which provides advice and guidance to the charity to ensure programme delivery continues to move from strength to strength.
- Supporting with fundraising as needed.

Duties will be tailored to meet the learning objectives of a successful candidate. If you have a particular interest in developing skills not directly listed above, please ensure these are highlighted in your cover letter.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• A deep interest and commitment to Get Further's mission, including the drive to expand our work and the ability to articulate and pitch our programmes with authenticity.• An excellent track record of sales within the education sector (minimum two years' experience of directly selling programmes within education) and skilled in designing and delivering business development plans and/or marketing strategies.• Extensive experience in leading and improving programme delivery, including the ability to galvanise colleagues to reach annual KPIs.• Organisational and project management skills, to plan ahead and make strategic decisions to prioritise and optimise time and budget.	<ul style="list-style-type: none">• Familiarity with the further education sector• Experience of programme delivery within the charity sector• Experience of Salesforce



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- Successful leadership and management of a diverse and growing team, supporting personal development of team members and developing colleagues to foster high performance.
- A confident communicator who enjoys building networks, influencing, and promoting programmes passionately, with the ability to adapt content, tone and delivery of written and oral communications to the needs of the audience.
- A proactive problem solver, able to spot inefficiencies and identify emerging risks early, and propose solutions as they arise.
- Desire to learn, develop and advance personal career prospects.
- IT skills – experience of MS Office, particularly Word and Excel.
- Excellent spoken and written English language skills.

HOW TO APPLY

Your application must include:

- **A CV of no more than 2 sides of A4; and**
- **Your answers to the following three questions:**
 1. Why do you want to work for Get Further? Describe your experience which proves that you would be a good cultural fit for our charity. (200 words)
 2. Choose 3 subheadings in the 'Main duties and responsibilities' section of the role description. Regarding these subheadings, which of your projects/work demonstrate that you would be successful in this role? Describe your specific role in the projects/work and the impact that you had. (500 words)
 3. If your application is successful, what two aspects of the role would be the biggest challenge for you, and how would you resolve these challenges? (300 words)

Please send your application to applications@getfurther.org.uk with the subject Chief Programmes Officer, and your preferred start date, by **10am on Monday 10th April**. Suitable candidates will be contacted ahead of the closing date and incomplete applications will not be processed. First round online interviews will be held between w/c 17th April.

This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email. *Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.*

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