



PROGRAMME MANAGER

Applicant Information

Join us at a critical time for supporting inclusion. Lead positive social change and leave a legacy. Jump-start your career in a role that will change you as a person.

An award-winning charity that is very highly regarded in the sector, we exist because disabled people are still marginalised and excluded. Particularly in light of the impact of coronavirus, tackling this is more urgent than ever.

Our **Programme Manager** is a key leader at the heart of our friendly and ambitious team that plays a leading role in **creating, supporting, and promoting inclusion**, through our innovative community projects and wider work.

You will develop and manage all aspects of our forward-thinking and ambitious community projects and teams.

You will make the role your own and be excited by the potential for personal and professional development. You will be invited to use our **accelerated leadership training programme** to support the next stage of your career after KEEN.

This highly sought after role has a rich history of being a stepping stone into other leadership positions in both the nonprofit and for-profit sectors, and we welcome applicants with this goal. Applications are competitive.



KEEN has a distinguished history of staff in this role, each of whom has made a defining individual contribution to our success. Many have used it as a stepping stone to achieving notable success as leaders in their future careers.”

Jim McMahon
Chair of Trustees



Our project programme

Our programme runs over three, twelve week terms, and projects are wide ranging, covering arts, sports, the environment, and other social/recreational areas and activities.

They are characterised by their inclusive and ambitious nature, and the energy and enthusiasm of our participants and team of dedicated Session Leaders and Coordinators (the majority of whom are university students or in 16+ education).

Your key responsibilities

Where possible, you will seek to delegate individual responsibilities below to members of our volunteer team.

Design, manage, and supervise our Programme

- Ensure that all projects and special events are of a high standard
- Directly supervise 5-6 weekly sessions
- Organise venues, transport, service providers, and other logistics and records
- Coordinate all key programme communications/publicity, and be key point of contact for KEEN in Oxford

Lead and manage our team

- Oversee our volunteer team recruitment strategy and induction process
- Delegate project and wider team roles
- Schedule and plan key team meetings

Key details

- **Line Manager:** KEEN Director
- **Salary:** £19,539-20,539 starting salary with performance related bonuses and incentives
- **Location:** Central Oxford
- **Hours:** Full time (37.5 hour week), fixed contract (option to extend) with flexible working hours including some evenings (no more than two a week) and some Saturday afternoons during term time. Flexible holiday
- **Start date:** Early September.
- **Closing date for applications:** Midnight on Sunday 21st June 2020

- Build a diverse and active KEEN community, organising team information sessions, social events, and training opportunities.

Evaluation, reporting, and other

- Implement meaningful monitoring and evaluation across all sessions
- Work closely with our director on programme development, and wider operational effectiveness
- Attend and report at staff meetings
- Organise and attend relevant training including First Aid at Work (3 day course); an appropriate level of safeguarding; manual handling; and challenging behaviour.
- Support with fundraising and publication of charity reports

216-246 ALLSORTS KEEN TEENS

GREAT SOCIAL

INK OXFORD

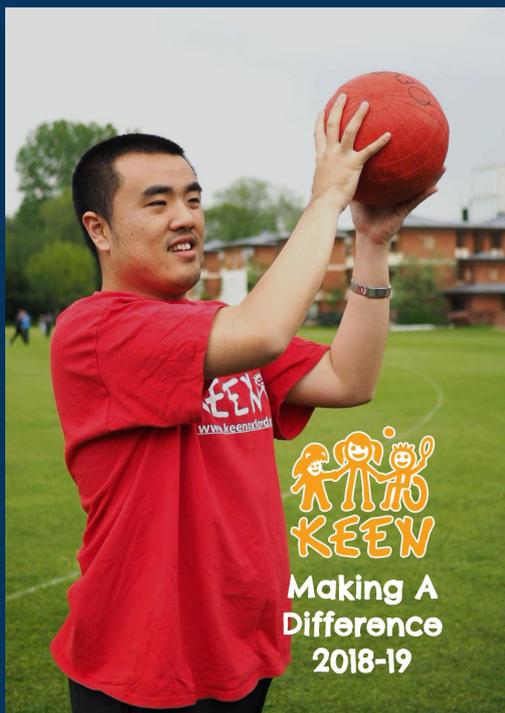
GREAT SPORTS

KEEN gardening

KEEN+

KEEN after-school club

Find out more about our current project programme at www.keenuk.org and www.keenoxford.org



Find out more about the difference we make and our future plans at www.keenuk.org/reports

Who we are looking for

The successful candidate will have some relevant experience, but most important is their ability to demonstrate enthusiasm, drive, and potential. We are looking for someone with the potential to both make a difference in the role, and also to use it as a stepping-stone to a career as a leader of positive social change.

Some of the qualities we're looking for include:

- Integrity, focus, drive, determination, calmness, humility, and a sense of fun
- A confident, self-reflective, open-minded and positive attitude towards your work
- The ability to enthuse, recruit, and delegate effectively to volunteers
- Excellent interpersonal, verbal, and written communication skills

- Confidence planning and leading social and recreational activities
- The ability to work effectively and efficiently while unsupervised
- Detail-oriented with high personal standards for quality of work
- Excellent time-management and organizational skills
- The ability to develop relationships with relevant people, organisations and services

Some experience volunteering and working with disabled people is desirable, and demonstrable skills in any of design, digital tech, and publicity/marketing are an advantage.





“ Participating with KEEN has been one of the most amazing experiences! We have loved getting to build friendships with the best and most loving kids ever. **Cayla and Amanda, Session Coaches** ”

The application process

APPLY ONLINE [HERE](#). For alternative application methods email us at rupert@keenuk.org.

The closing date for applications is midnight on Sunday 21st June 2020, however we encourage early applications.

General enquiries or requests for an informal conversation about the role can be made to the same email above.

Applications will be reviewed as received. After the closing date, shortlisted applicants will be invited to complete an interview and practical assessment.

We hope to hear from you!

We value the diversity of our employees, and aim to recruit a workforce which reflects the diverse communities we work with.

KEEN is an Equal Opportunities Employer, and we welcome applications from all suitably qualified individuals, irrespective of age, disability, gender, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.

We have guidance in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustments for people who have a disability.



Follow us @LOVEInclusion
@KEENOxford



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