



Programme Design and Development Manager

July 2022, Fixed term initially – 12 months

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low and middle income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs.

We do this through:

- **Evidence based programmes:** Our programmes support 8,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps.
- **Research:** Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
- **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

The Sutton Trust has ambitious plans to grow our employability focused programming. We are looking for a dynamic and enthusiastic Programme Manager to join our team to scope and design new employability programmes. The Sutton Trust already runs a successful range of access programmes including [Pathways to Law](#), [Pathways to Banking and Finance](#) and [Pathways to Medicine](#). The Trust is looking to extend this offer into new sectors to support students with different interests and ambitions, initially focusing on the Technology and Creative sectors. The candidate will join a team, led by the Director of Programmes and Partnerships, and will play an important role in the next year exploring and shaping new ways of supporting students through the scoping and design of high-quality and high-impact programme delivery.

Main duties

- Lead on the scoping and programme development of two new Pathways initiatives in the Technology and Creative sectors in line with the Sutton Trust 'Theory of Change'.
- Collect information and expertise from a range of sources to further the scoping of new programmes, including desk-based research.
- Develop a structure and plan for engaging with a wide range of stakeholders to inform programme development, including interviews, round tables and workshops, and lead on stakeholder engagement.
- Develop recommendations, in collaboration with colleagues, and develop appropriate new programme model/s
- Develop the programme and partnerships model for the Trust which involves industry, education and third sector partners, with a budget and staffing outline taking into consideration future scale-up.
- Support the development of an employer engagement and stewardship strategy for the programmes, ensuring there are meaningful opportunities for industry partners to engage with students.
- Feed into the over strategic direction of the Trust's employability programmes
- Work with the Trust's Fundraising team to identify and engage potential programme funders
- Other duties as necessary from time to time



Person Specification

We welcome applications from individuals who have experience in:

- The design, development and delivery of programmes and access initiatives;
- Facilitating interviews/workshops/focus groups with a range of stakeholders;
- Building and managing relationships with significant, diverse stakeholder groups including corporates, education providers and third sector organisations;
- Producing evidence-led proposals/recommendations; and
- The creative and/or technology sectors.

We are also looking for an individual who:

- Has excellent verbal and written communication and strong analytical skills;
- Has high degree of initiative and the ability to take responsibility for specific areas of work;
- Is personable, flexible and discrete; able to fit in to a small team with a proactive and positive attitude;
- Has experience of engaging with corporates and other organisations or experience of building relationships with key stakeholders;
- Is sympathetic to the aims of the Trust and its mission to address educational disadvantage; and
- Has first-class interpersonal skills - a natural ambassador who is able to represent the Sutton Trust in a range of settings.
- Is eligible to work in the UK*

The post is fixed term for one year, but subject to funding and performance, there may be opportunities for extension, for example in running the developed programmes or scoping new projects as part of the Trust's expansion.

Terms of Appointment

- Salary: £40,000 - £42,000 per annum
- Contract: Fixed term, 12 months initially
- Working location: Minimum of 2 office days per week
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. Our home working policy gives staff the option to work from home for up to 60% of the time, with approval from their line manager.
- Hours: The standard working hours are 9am to 5pm, Monday to Friday and may also be required to attend events / meetings outside of their normal working hours during weekday evenings and occasionally at weekends
- Annual leave: 27 days per annum plus bank holidays
- DBS check will be required
- Additional: The successful candidate will be invited to join the Sutton Trust's contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution
- Life assurance cover
- Enhanced maternity, paternity, adoption and shared parental leave pay (conditions apply)
- Hybrid and Home Working and Flexible Working policies
- Confidential Employee Assistance Programme
- Other benefits include a Cycle to Work scheme, Season ticket loans and an employee discount scheme.



Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

To apply

Please download the candidate application pack from our website, complete the application form, and submit it to jobs@suttontrust.com.

The applicant pack includes:

- Job description and person specification
- Application form
- [Equal Opportunities Monitoring form](#)

Applications should reach us by **9am on Monday 15th August**, with first round interviews held over Zoom on **Friday 19th August**, and second round interviewed held at our London offices on **Thursday 25th August**.

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised.

“The Trust is committed to ensuring equality of opportunity and that all applicants receive equal consideration for employment. We strongly encourage individuals from all backgrounds, including those underrepresented at present at the Trust, to apply for this role and recognise the value that diversity brings to our work.”

James Turner, Chief Executive

If you require any materials in an alternative format, or have any questions, please get in contact with us on jobs@suttontrust.com.

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](#).

*Please note that we are unfortunately not a licensed visa sponsor.