

Title: Programme Manager

What you'll be responsible for:

1. Programme Delivery Management:

- Ensuring the successful delivery of all programmes, courses and networks at various locations and online.
- Coordinating logistics, managing schedules and ensuring that all necessary resources and materials are available.
- Monitoring and maintaining the quality of programme delivery to meet or exceed organisational standards.

2. Stakeholder Coordination:

- Acting as a key point of contact for stakeholders, including trainers, delegates and partner organisations.
- Ensuring clear and effective communication with all parties involved.
- Managing relationships and expectations, addressing any issues or concerns promptly.

3. Operational Efficiency:

- Maintaining online and offline systems related to programme delivery - including maintaining records on our CRM system (HubSpot).
- Developing and implementing processes to streamline programme operations.
- Monitoring programme performance and identifying areas for improvement.
- Ensuring that all programmes are delivered within budget and on schedule.

The type of person we're looking for:

- You are a well organised, people person who loves to build relationships.
- You love to learn and get excited about supporting teachers to improve and develop.
- You know and understand what effective professional development looks and feels like.
- Flexible and adaptable to meet business needs.
- You have a keen attention to detail and strive to always meet or exceed expectations.
- You are able to prioritise effectively, thrive in a busy environment and juggle multiple tasks at one time.
- You are tech savvy and are able to use a variety of online platforms and software to support both our training and to enable you to work most efficiently.
- You fit in well with our close-knit team and quickly build strong relationships with everyone.

Package:

- Annual salary dependent on qualifications and experience
- Holiday entitlement of 25 days per annum plus bank holidays
- Discretionary annual pay review
- On-site parking when in the office

Applications:

If you are interested in applying for this exciting new opportunity, then please email your CV and a covering letter to recruitment@gatewayalliance.co.uk