

# Job Information Pack

Job title: iOi at Home Programme Manager

Team: Experience and Learning

Location: East London and Home-working

Reference: EL2003



## **iOi at Home Programme Manager, Job Ad**

**£30,000 per annum**

**12-month contract with potential to extend**

**35 hours per week**

**East London as well as some home-based working**

From the first mark on a cave wall to the first footsteps on the Moon, our greatest developments have begun with leaps of someone's imagination.

The Institute of Imagination (iOi) champions opportunities for children and young people of all backgrounds to develop their imaginations, a quality that is vital to creativity and the next generation's ability to adapt and thrive in a rapidly changing world. We develop innovative learning programmes for children and young people, equipping and enabling them as resilient change agents for the future. The iOi works both locally and globally.

The Programme Manager will be part of an accomplished and ambitious team as we implement our new strategic plan for 2020-25. Part of this strategic plan involves piloting and rolling out our new iOi at Home Programme, an initiative that provides creative programmes for children, young people and their families from lower socio-economic backgrounds. The programme is underpinned by support for digital access to enable participants to be able to engage from their homes.

If you love managing projects, get excited by launching new programmes and are passionate about social good, then we are keen to hear from you. The Institute of Imagination recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. The role will be based in Newham, East London working with our Experience and Learning team, as well as home-based working as we manage the impacts of Covid 19. The London borough of Newham has a vibrant and rapidly growing community with over half of its population born outside of the UK. This is an exciting opportunity to develop a new programme with stakeholders from across the Borough.

To enquire about the role please contact Isabel Palmstierna, our Team Operations Manager, on [vacancies@ioi.london](mailto:vacancies@ioi.london) / 0207 494 9153. To apply, please send your completed application form and optional equality monitoring form to [vacancies@ioi.london](mailto:vacancies@ioi.london) by 5pm 30 October.

[vacancies@ioi.london](mailto:vacancies@ioi.london)

020 7494 9153

Institute of Imagination

Second Home, 68 Hanbury Street, London, E1 5JL

## **iOi at Home Programme Manager Job Description**

### **Job Purpose – Programme Manager**

- Project management of our iOi at Home Programme beginning in the London Borough of Newham.
- Fostering and strengthening partnerships with iOi Hubs across the Borough.
- Building and working closely with schools and communities on the ground through 'Hub' partnerships.
- Booking, arranging and managing local workshops and events in the Borough.
- Working with iOi's Events and Facilities Manager to coordinate a programme of digital lending.
- Coordinating with The Royal Docks and Newham Council representatives.
- Building evidence and support for an application to the Royal Docks Good Growth Fund.
- Developing and preparing educational resources and supporting on the development of digital content.
- Helping the charity achieve its overall aims by contributing to (and sometimes taking the lead on) projects that work across the organisation.

### **Key internal relationships**

- Reports to the Director of Experience and Learning.
- Works alongside the Creative Lead, Marketing Outreach Officer and Events and Facilities Manager.
- Liaises with our leadership team (CEO, Development Director, Director of Finance and Enterprise).
- Works closely with other team members through operations e.g. Marketing and Team Operations.

### **Main responsibilities**

1. Manage the iOi at Home programme through project management and database tools.
2. Lead on communications between iOi and collaborative partners of the programme.
3. Set up and attend meetings with organisations/networks working across the spectrum of the programme.
4. Attend in person workshops to oversee activities, collecting data for impact.
5. Coordinate on content creation, workshop and risk assessment planning for iOi at Home programmes in close collaboration with the Creative Lead and the Director of Experience and Learning.
6. Work with and manage our freelance team to deliver in person workshops and online digital content.
7. Contribute towards and write reports for impact and donor reporting.
8. Contribute toward the development of marketing and communications materials for the programme.
9. Work with the Director of Experience and Learning and the Creative Lead to fully launch the iOi at Home Programme in early 2021.
10. Undertake any other duties as may be reasonably required.

### **Person specification – what are we looking for?**

#### **Essential**

1. Strong knowledge of project management and implementation tools.
2. Team player with proven ability to build strong working relationships.
3. Highly motivated with desire to build experience and grow expertise in the charity/social sector.
4. Proven ability to organise and plan own workload, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives.
5. Excellent written and verbal communication skills and ability to tailor your approach to your audience.

6. Strong experience of using digital tools and technologies in an educational setting.
7. Adaptable and flexible, able to remain calm and work effectively in a creative and fast changing environment.
8. Proven ability to use own initiative to problem solve.
9. Strong working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook, Teams).

### Desirable

1. Candidates who are living or working in and around Newham.
2. Ability to speak and understand one of the following four languages: Bengali, Urdu, Gujarati and Lithuanian.
3. Experience of working in the multi-disciplinary area of 'STEAM'.
4. An understanding of educational settings at Key Stage one and two.
5. Workshop facilitation skills with children and young people.
6. Experience of working with technological tools and apps in an learning setting.
7. Hold a clean UK driving licence.

### Application process – how do you apply?

Candidates should complete an application form and optional equality monitoring form and send to [vacancies@ioi.london](mailto:vacancies@ioi.london)

Closing date: **5pm, Friday 30 October**

Interviews: **11 November 2020**

For more details about the Institute of imagination, please visit [www.ioi.london](http://www.ioi.london).

### Terms and conditions of employment

- £30,000 per annum
- 35 hours per week
- We operate flexi-time with flexible start and end times with core office hours between 10am - 4:30pm.
- Fixed 12-month contract with view to extend
- To be based in Newham, East London.
- Annual leave entitlement: 28 working days per annum
- Workplace Pension Scheme provided by Legal and General, 5% employee contribution and a 3% employer contribution
- [Charlie HR](#) perks (shopping and entertainment discounts)

