



Role: Programme Manager

Location: London, E15/Remote/Hybrid

Contract: 6-month fixed-term contract with potential to extend (commencing May/June 2023)

Part-time (3 to 4 days per week)

Salary: £34,000 - £38,000 p.a. (FTE)

About Us

The Institute of Imagination (iOi) is a charity set up to champion the power of imagination. We design and deliver creative learning experiences through programmes, platforms and products and across the arts, sciences and digital technologies. We do this using our unique seven step circular method called 'The iOi Experience' combined with our blended learning approach using in-person workshops and live broadcasts as well as imagination tools and products. These empower children today to believe they can build a just, fair and sustainable world tomorrow.

Would you like to join a creative, inspiring team, that has launched a campaign to work with half a million children over the next three years?

Job Summary

Join the team at iOi and help us scale our community programme, Digital Heroes, which provides immersive creative digital skills workshops for children from low-income households with limited access to technology. Our mission is to increase creative thinking, digital literacy, and skills, as well as build children's confidence and aspirations for their future. We're expanding our programme in 2023 and are looking for a Programme Manager to lead the growth of our community workshops.

As the Programme Manager, you'll be responsible for liaising with our growing network of community partners and developing effective support plans to achieve scaling success. You'll be highly motivated, very well organised, and have experience of managing programmes and working with and for communities.

Key Responsibilities:

- Grow our network of community hubs to reach marginalised children in Lambeth and Newham.
- Oversee the iOi's community programme 'Digital Heroes' to ensure the delivery of high-quality iOi experiences and impact.
- Support each region to run an annual children's maker faire.
- Manage freelance workshop facilitators (and volunteers when working in person) to help deliver Digital Heroes in person across the local authorities of Lambeth and Newham.
- Maintain and report on programme progression and expenditure.
- Work with our partners to develop and deliver impact for communities.

Desired experience:

- Managing programmes and events.
- Cultivating and promoting positive relationships with members and partners.
- Excellent organisational, interpersonal, and communication skills.
- Proactive, with the ability to adapt to change quickly and use your initiative.
- Good knowledge of techniques for planning, monitoring, and controlling programmes.
- Good knowledge of budgeting and resource allocation procedures.

At iOi, we make a lot of effort to provide employees with the conditions and encouragement they require to flourish and grow, including through a competitive benefits package. You can be sure that you'll be working with professionals who share your passion, and you'll have amazing opportunities to produce impactful work. Join us in helping to make a difference in the lives of children from low-income households through our Digital Heroes programme. We are especially excited to welcome candidates who have experienced youth work in local communities in and around London.

To apply for this role, please send your CV and a short covering letter or a video/audio introduction to Carrie Anne Philbin, Director of Learning, on vacancies@ioi.london

Deadline for applications: 3 April 2023

Interviews w/c: 17 April 2023