



Programme Manager – Job Description (2025)

Contract: Fixed-term contract until December 2025, with the possibility of extension. Part-time, 21 hours per week.

Location: London - Stratford office and remote/home working (hybrid)

Reporting to: Head of Experience

Salary: £32,000 per annum FTE / £19,500 per year (pro rata)

Welcome to the Institute of Imagination (iOi), where we believe imagination is the superpower of the 21st Century. We collaborate with children, parents, teachers, academics, and community leaders on research and designing and delivering creative learning experiences across STEAM (Science, Technology, Engineering, Arts, and Mathematics).

Our mission focuses on supporting children from underserved communities by breaking down barriers, empowering their voices, and giving them access to transformative opportunities and essential skills for whatever their future holds. We believe every child can imagine and achieve their fullest potential.

About the Role

We are seeking a proactive and organised Programme Manager with excellent communication skills to join our Experience and Learning team. You will play a key role in planning, delivery, and evaluation of impactful programmes that support children's creativity and learning.

This role involves designing and delivering high-quality experiences for families, children, and educators, as well as building sustainable partnerships with schools, communities, and corporate partners. You'll be instrumental in shaping our CPD programme for teachers and helping bring playful, meaningful learning to life.

Key Responsibilities

- **Power of Play Programme:**
 - Support the co-design and delivery of this innovative LEGO Foundation-funded programme, encouraging caregivers to engage in meaningful learning through play with their children.
 - Collaborate with three key primary schools and their teaching staff to connect with caregivers and children.
 - Build and maintain strong relationships with stakeholders in the London Borough of Tower Hamlets to ensure families can access wider support and opportunities.

- Deliver fun, hands-on workshops for children and caregivers, promoting a playful learning environment.
- Capture and evaluate programme impact using stories, participant feedback, and evidence-based methods.
- **Creative Sparks educator professional development programme:**
 - Lead the management and development of this new educator-focused CPD programme as it enters its second year.
 - Develop and execute strategies for recruiting teachers to sign up for the programme, ensuring diverse participation.
 - Support the ongoing development of ImagineED, our online training platform, using user feedback and research to ensure it relevance and accessibility.
 - Monitor and evaluate impact, demonstrating the value of the programme to teachers and schools.
- **Programme Development and Partnerships:**
 - Contribute to the design and delivery of the new programmes and events, such as a new Imagination Festival and bespoke projects.
 - Support funding proposals and reporting through the provision of data, impact stories, and insights.
 - Build and maintain partnerships with community organisations and businesses, helping to secure meaningful opportunities for participating children.
 - Support volunteer recruitment, training, and management.
- **Organisational Culture:**
 - Uphold and model the iOi's values in all areas of work.
 - Contribute to a positive, inclusive, and collaborative team culture.

Person Specification

Essential Skills and Experience:

- Proven experience in programme or project management, ideally in education, or the creative learning sector.
- Excellent interpersonal and communication skills, with the ability to engage a wide range of stakeholders.
- Experience delivering workshops or training to diverse audiences including children, parents, and educators.
- Strong understanding of user-centred design and programme evaluation methods.
- Ability to work independently and as collaboratively within a team.
- Highly organised, with good time management and multitasking abilities.
- Competent in using digital tools including Microsoft Office, Monday.com, and Miro.

Desirable Skills and Experience:

- Experience in developing or managing online learning resources or platforms.
- Knowledge or experience working in local boroughs like Tower Hamlets.
- Awareness of current trends in STEAM education and creative learning.
- Experience in planning and delivering events.

- Awareness of safeguarding and health and safety procedures when working with children.

How To Apply:

Please submit your CV and a cover letter or video detailing your relevant experience and why you're interested in this role to vacancies@ioi.london. We encourage you to include examples of relevant projects you've managed and your experience working with similar audiences.

Application Deadline: Wednesday 23 April 2025

Interviews: Scheduled for Wednesday 30 April 2025

Additional Information

The Institute of Imagination is committed to equal employment opportunity and seeks to encourage applicants from all backgrounds (including but not exclusively sex, gender identity or expression, race/ethnicity, national origin, sexual orientation, disability, age and religion) to apply for roles in our team.

The Institute of Imagination is fully committed to Child Wellbeing. Candidates offered positions with high engagement with children are required to take part in background checks, as a condition of the offer.