



Job Description

Education Programme Manager

- Location:** The role is based at the Trust's office in West Berkshire with a minimum of three days per week (including Mondays) expected to be worked at our Newbury office. Flexible working arrangements are available with the understanding that this must meet the objectives of the charity and requirements of the role.
- Reporting to:** Head of Programmes
- Direct reports:** Education Project Manager; Training & Resources Officer
- Start date:** As soon as possible (with some availability for handover in w/c 11 August)
- Hours of work:** Permanent, full-time or part-time (1 FTE or 0.8FTE may be considered for the right candidate)
- Salary range:** £32,164 - £39,557 FTE, depending on experience

Purpose

This is a key role driving the delivery of the Education Programme of a leading mental health charity focused on supporting the systems around children and young people. We are looking for a compassionate, flexible and focused professional with excellent interpersonal skills and experience of managing a complex and substantial portfolio of work, who is eager to work with the CWT team to achieve meaningfully.

The Education Programme Manager's workload includes supporting a small Education team to deliver specific projects; delivering key organisational projects directly; managing programme level work; liaising with the Education trainers; and supporting Education-related work across the Trust – from fundraising to reporting. We anticipate this role will provide the opportunity for the successful candidate to grow into the staff team's 'education specialist', by keeping abreast of key sector

developments, while retaining a keen understanding of when further specialist input would be helpful.

The role would suit someone with a driven interest in ensuring our work is as impactful as possible, someone who is a 'doer' and a broker of relationships, with strong interpersonal skills to work effectively with a wide range of people including clinicians and those with lived experience.

Key responsibilities and duties

- Work with the Head of Programmes and a wide range of stakeholders, including trainers and clinicians, to lead and support on the planning and delivery of a range of projects, from initiation to close, including establishing and managing risk, quality assurance and monitoring and evaluation measures.
- Prepare reports on Education programme's progress for a variety of stakeholders including the Board of Trustees, the CEO and senior managers, the staff team, funders and other stakeholders.
- Work in collaboration with colleagues with lived experience of mental health difficulties, ensuring their voice is central to our work.
- Ensure that considerations of equity, diversity, inclusion, and accessibility are incorporated meaningfully across the Education programme delivery.
- Support and retain oversight of the Clinical Lead's quality assurance of the Education trainers on an annual basis, or other frequency as agreed.
- Support CWT's Fundraising team to identify potential funding opportunities within the Education programme, and at times support bid development by developing viable project proposals swiftly.
- Develop and maintain a strategic overview of 'the Education landscape' so as to:
 - advise the CEO and Head of Programmes of key developments that will help shape the Education programme's future direction (alongside freelance experts who are further embedded into specific areas within education), and
 - to represent the Trust externally and developing our reach, impact and credibility in new areas, so as to help CWT achieve the growth strategy laid out in our Strategic Business Plan (currently 2025-27).
- Work with other teams within the Trust to identify opportunities for cross programme working to develop engagement with our information, training and services.
- Manage a small Education team to deliver effectively and efficiently; while supporting their development, embodying a collaborative and supportive leadership culture in line with the Trust's values.
- Approve Education programme expenditure as per a delegated budget, including querying unexpected expenditure and highlighting anomalies to the Finance

team; and supporting budget development and reforecasting processes by offering a key 'front line' perspective on priorities and costs.

- Always ensure compliance to data protection, safeguarding, confidentiality and relevant organisational policies and procedures.

About our Trust

The Charlie Waller Trust was created by the Waller family in 1997 in response to the loss of their son and brother Charlie who tragically died by suicide whilst suffering from depression.

We have since become one of the UK's most respected mental health charities for children and young people. Our overarching mission is to educate those with responsibility for children and young people - parents and carers, teachers, college and university staff, and employers - about children and young people's mental health and wellbeing.

The Charlie Waller Trust is a great place to work. We care about mental health and wellbeing in our team and have a positive, enabling workplace culture. Our values drive our work:

- **Positive:** We focus on prevention, early intervention and the importance of offering hope.
- **Collaborative:** Partnership and cooperation are at the core of our work; we seek the views of those we wish to support and aim to put them at the centre of our activity.
- **Inclusive:** We strive towards better mental health for all children and young people, promoting diversity and equity as mechanisms for more inclusive and accessible systems of support.
- **Compassionate:** We believe empathetic human connections are central to good mental health. We aim to reflect that in all our relationships with stakeholders; going above and beyond for people on an individual level.
- **Accountable:** We maintain integrity and transparency, taking responsibility as individuals and as an organisation for the quality of our work; robustly measuring our outcomes enables us to garner the trust and respect of those around us.

Terms and Conditions

Equity, Diversity and Inclusion

We are committed to equity, diversity and inclusion and are working to ensure that our staff represent the communities we aim to support. We actively utilise positive action as set out in the Equalities Act (2010) to ensure we attract and recruit candidates from backgrounds and groups that are currently underrepresented in our workforce. We therefore particularly encourage applications from men, trans and non-binary folk, and those from Black, Asian and minoritised backgrounds.

When we recruit, we will ask all our shortlisted candidates to tell us about any reasonable adjustments they need. Our current office is only accessible via a flight of stairs. We would of course discuss home based working and holding team meetings in an accessible location as appropriate.

Benefits

We want people to thrive at the Trust; we believe you do your best work when you feel your best. That being the case, our team comes first, and we are proud of our culture: we offer a supportive, flexible and enjoyable place to work.

As part of our employed team, the following benefits are available to you:

- Flexible working policy - we're committed to helping you find a healthy work-life balance.
- Generous annual leave allowance - pro rata 25 days annual leave (increasing to 30 days after 5 years' service), PLUS bank holidays PLUS the period between Christmas and New Year.
- Option to purchase up to 3 days additional annual leave.
- A workplace pension scheme to support you with saving for your retirement, into which we pay 5% (higher matched contributions after lengths of service).
- Access to a 'Mental Health and Wellbeing Plan' - helping staff to stay mentally well and to support them through periods of poor mental health. This includes support for the cost of talking therapies where these are not available via the NHS.
- Opportunities to experience our charitable activities and impact at first hand by attending training and events and through involvement in relevant projects.
- Learning and development opportunities specific to job roles and on mental health and wellbeing topics.
- Coaching (offered to CWT pro bono, depending on team member and need).
- Social events and team days.
- Bike to work scheme.
- Time off for volunteering.
- Unpaid leave/sabbatical particularly if this supports personal or professional development (offered after 2 years in post).

Person Specification – Education

Programme Manager

The successful candidate is likely to have most of the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do apply.

Criteria	Essential	Desirable
Experience, skills and abilities	<ul style="list-style-type: none"> • A strong track record of developing and delivering programmes, portfolios or sizeable projects in an organisation in rapid development without a structured Project Management Office • Strong staff management skills, to guide and support a small team to deliver effectively • Ability to swiftly develop 'education sector' expertise sufficient to hold key developments in mind to (1) appropriately advise the Trust on education-related work; and (2) represent the Trust externally with sector specialists • Effective networking skills • Budget management experience, sufficient to oversee spend within agreed boundaries, review expenditure, and assist in the development of project and annual budgets • Well-developed communication skills to share often complex and sensitive information, orally and in writing, to a range of audiences. • Excellent attention to detail and very good Microsoft Office 365 skills. • Ability to work efficiently, accurately and at speed as necessary, prioritising effectively and working to deadlines. • Ability to exercise discretion and good judgement in dealing with confidential matters 	<ul style="list-style-type: none"> • A recognised programme, portfolio, or project management qualification (Agile or waterfall) • A good understanding of the education sector, ideally some experience of working within schools / colleges / universities • Experience of working in the UK charity sector • An understanding of co-production and/or experience of working collaboratively alongside lived experience partners and freelance staff on shared projects • Some knowledge and understanding of wellbeing policies / safeguarding processes and procedures
Personal attributes	<ul style="list-style-type: none"> • Passionate about Charlie Waller Trust's work including working collaboratively with those with lived experience • Thrives in rapidly developing organisations; with the interpersonal 	

	skills and compassion to support others through change processes <ul style="list-style-type: none"> • Initiative-taker and solution-minded with a can-do attitude towards any task or challenge • Professional, enthusiastic and flexible, with a strong willingness to listen and learn • Capable of working as part of a team and autonomously • A commitment to working to meet the charity's objectives 	
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To apply

If you would like an informal discussion with the line manager of this role, Emily Kippax (our Head of Programmes), this can be arranged via our recruitment team at recruitment@charliewaller.org

The deadline for applications is 8.30am, Monday 28th July.

Please submit via your chosen job website or send your CV and a supporting statement to Kirsty's email above. We ask that you structure your supporting statement, by providing relevant information under the person specification bullet points (combining these if multiple points are effectively responded to by one experience). This can be in bullet point form. Please try to keep your supporting statement to a maximum of 800 words, excluding headers. If you prefer to submit a video or audio recorded supporting statement, this will also be considered.

Applications will not be considered without a supporting statement.

Should you be shortlisted in the first instance, you will hear back from us by 30th July, if not before. **Interviews are currently scheduled to take place on Tuesday 5th August** and will involve a competency interview along with a short task relevant to the role. Please indicate if you are not available on this date in your supporting statement: we cannot commit to interviewing on another day but would do our best to accommodate.

We will provide details about the recruitment task three days in advance to allow candidates time to prepare. We will also provide at least 50% of the interview questions three days in advance so that all candidates can perform at their best.