

Position Title	Programme Manager (Anti-Bullying Alliance)	
Position Number		
Remuneration Band	Band 5	
Post Conditions	Permanent	35 hours / 1 FTE
Position Location	London Fields Regular travel to London Fields office and programmes across the country will be required (minimum two days in office)	
Directorate	Practice and Programmes	
Reports To	Head of Anti-Bullying (Director of ABA)	
Direct Reports	Project and Programme Officer and Project Assistant	

Purpose of Role

To manage key elements of delivery related to Anti-Bullying Alliance programmes, fulfilling current contractual obligations and seeking new opportunities.

Organisational Context

The Anti-Bullying Alliance is a unique coalition of organisations and individuals, working together to achieve our vision to: stop bullying and create safer environments in which children and young people can live, grow, play and learn.

We welcome membership from any organisation or individual that supports this vision and support a free network of thousands of schools and colleges.

The ABA has three main areas of work:

1. Supporting learning and sharing best practice through membership;
2. Raising awareness of bullying through Anti-Bullying Week and other coordinated, shared campaigns;
3. Delivering programme work at a national and local level to help stop bullying and bring lasting change to children's lives;

We provide expertise in relation to all forms of bullying between children and young people. The Anti-Bullying Alliance was established by the NSPCC and the National Children's Bureau in 2002 and is hosted by the National Children's Bureau.

Key Accountabilities

1. To lead on the development and delivery of Anti-Bullying Alliance programmes, ensuring they meet our contractual obligations and are delivered to a high quality, on budget and on time.
2. Develop and deliver training sessions (both online and face to face); and facilitate a variety of learning and sharing events for a range of audiences including schools and young people.
3. Lead the development and delivery of new areas of work as agreed, including exploring, proposing and developing project ideas and funding bids.
4. Develop resources and tools that promote good practice and provide support to schools and other settings for children and young people to help them prevent and improve the way they respond to bullying.
5. Support and facilitate practitioners' networks around key issues related to bullying of children and young people.
6. Develop and maintain up to date knowledge relevant to anti-bullying practice and policy for children and young people.
7. Work locally, regionally and nationally to share support and share effective practice around the child health agenda.
8. Line manage the Anti-Bullying Team Project Assistant and Programme Officer.

Role Descriptors

Decision Making

- To manage key programmes of work, reporting to senior staff by agreement.
- To fully understand policy areas across the anti-bullying agenda.

Analysis and Initiative

- Gather, analyse and present information to build the evidence base for practice development.
- Implement effective systems and frameworks to ensure that all programmes partners record, monitor and evaluate outputs, outcomes and impacts.
- Proactively seek funding opportunities.

Working Relationships

- Develop and maintain relationships with key stakeholders including government departments, civil servants, influencers, parliamentarians, corporate sponsors, members and VCS organisations, share information and resources, and offer advice and support.
- Work closely with colleagues across NCB to ensure coordination and maximize effectiveness and efficiency.

Developing Others

- Provide line management for Anti-Bullying Team Project Assistant and Programme Officer
- Manage associates and/or contractors as appropriate.

Resource Management

- Manage and deliver allocated projects and their budgets ensuring performance is within the defined parameters and deadlines, monitoring inputs, outcomes and outputs. Prepare reports for funders to meet deadlines as agreed.
- Provide effective project management approaches to a range of programmes and produce progress reports as required. Prepare funding applications and maintain relationships with funders as required.

Person Specification

Knowledge, Skills and Expertise

- Hold and maintain in depth knowledge about policy, research and practice relevant to children and young people and their experiences of bullying both face-to-face and online with a track record that enables the post-holder to gain the confidence of the wide range of partners with whom they will work.

- Proven ability to successfully lead and manage multiple projects, including commissioned work.
- Experience of demonstrating the impact delivered by interventions.
- Experience of bid writing.
- Experience of managing significant budgets.
- Experience of involving children and young people in practice development/improvement.
- Experience of organising events and/or training sessions (including training delivery).
- Excellent interpersonal and influencing skills, with evidence of ability to work collaboratively with partners and across agencies.
- Excellent communication skills in terms of writing, making presentations and ability to effectively convey technical information to a wide range of audiences both face-to-face and online.
- Excellent organisation and administrative skills, including the ability to prioritise own workload in order to meet deadlines.
- Experience of line management.
- A commitment to children's rights, equal opportunities and anti-discriminatory practice.
- Ability to undertake travel and out of hours working, as required.

Working at the National Children's Bureau

NCB is an equal opportunity employer and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of protected characteristics or attributes.

Background Checks

To ensure we effectively safeguard the children and young people that we work with, NCB will carry out a number of pre-employment checks as part of our recruitment and selection process to enable us to make informed recruitment decisions. After interview we may ask potential staff members in relevant roles for consent to a Disclosure check which will be carried out by the Disclosure and Barring Service (DBS).

In order to process the Disclosure check, NCB is required to confirm the identity of any potential staff members. For this reason we will seek documentation as evidence of identity and a list of the documents required will be discussed with the potential staff member by the Human Resources team. You do not have to consent to these checks being carried out. However, if consent is withheld NCB will have the right to withdraw the offer of employment.

Benefits and Conditions

NCB employees enjoy a number of benefits as part of the terms and conditions of their employment including generous leave provisions, season rail ticket loans, a flexible approach to working, an Employee Assistance Program, and workplace pension contributions.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.