SECTION A: THE ROLE	
Job Title:	**Programme Manager**
Institute/Service:	Engineering, Computing & Advanced Manufacturing
Job Grade:	Grade 08
Job Family:	Services
Job Location:	Barrow-in-Furness
Responsible To:	**Principal Lecturer Portfolio Development**

Role Purpose:

Reporting to the **Principal Lecturer Portfolio Development**, this role will provide leadership, coordination and operational delivery of the **Barrow Future Force** and **Defence Scholarship** programmes, funded through the **Defence Strategic Priorities Grant (DSPG)**.

The Programme Manager will lead the planning, coordination and delivery of a portfolio of activities and projects designed to strengthen technology education, industry engagement and defence-related career pathways across the Furness region. Acting as a key point of contact for schools, colleges, employers, defence organisations, local authorities, community groups and employment support agencies, the postholder will develop and manage effective partnerships that support programme objectives and maximise regional impact.
The role will be responsible for coordinating programme delivery, stakeholder engagement, outreach activity, monitoring and evaluation, and ensuring delivery against agreed objectives, milestones and funding requirements.

Key strategic priorities include:

- Delivery of the **Barrow Future Force STEM Engagement Initiative**.
- Delivery and administration of the **Defence Scholarship Scheme**.
- Development and coordination of school and college outreach activities.
- Strengthening employer, industry and defence sector engagement.
- Supporting student recruitment, progression and skills pipeline development.
- Monitoring, evaluation and reporting against DSPG programme outcomes and deliverables.
- Building partnerships that support regional economic growth and workforce development.

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	**Programme Leadership and Delivery** Lead and coordinate the successful delivery of the Barrow Future Force and Defence Scholarship programmes, managing a programme of activities to ensure delivery against agreed objectives, milestones, budgets and funding requirements. Monitor progress, manage risks and ensure compliance with University and DSPG requirements.
2.	**Stakeholder Engagement and Partnership Development** Develop and maintain productive relationships with schools, colleges, employers, defence organisations, local authorities, employment support agencies, community groups and other key stakeholders. Act as a key ambassador for

	Barrow Future Force and the Defence Scholarship Programme, building partnerships that support strategic objectives and maximise regional impact.
3.	**Outreach, Recruitment and Engagement Activity** Design, coordinate and deliver a programme of outreach, recruitment and engagement activities, including school and college engagement, STEM promotion, careers initiatives, scholarship awareness activities, employer engagement events and community-based activities that support participation and progression into education and employment.
4.	**Programme Management, Monitoring and Reporting** Coordinate and oversee the delivery of the Barrow Future Force and Defence Scholarship programmes, ensuring activities, partnerships and workstreams are effectively managed and aligned to strategic objectives and funding requirements. Monitor performance against agreed outcomes and key performance indicators, providing regular reporting, evaluation and funding returns to support accountability, impact measurement and continuous improvement.
5.	**Collaboration, Communication and Representation** Work collaboratively with academic and professional service teams across the University to support programme delivery, learner recruitment, scholarship administration and stakeholder engagement. Represent the University at meetings, events, networks and forums, delivering presentations and promoting the aims and achievements of both programmes.
6.	**Continuous Improvement and Future Development** Identify opportunities to enhance programme delivery, strengthen partnerships and increase participation in both programmes. Contribute to business cases, funding applications and strategic initiatives that support the long-term sustainability, growth and impact of Barrow Future Force and the Defence Scholarship Programme.

Additional Information:
You will on occasions and in line with operational needs:

- Be required to work different hours including evenings and weekends.
- Be required to travel to schools, colleges, employer sites and other University campuses as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade. It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change, and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:
At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL
Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE
As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED
As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:
The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement
All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 8 **Role Title: Programme Manager**	**Essential/ Desirable**	**To be identified by:**
Qualifications Educated to RQF Level 6 (Degree level standard or equivalent) or equivalent experience.	Essential	Application Form
Professional qualification or experience in programme management, project management, stakeholder engagement, education or community development.	Essential	Application Form
Experience Experience of managing and delivering programmes, projects or significant initiatives involving multiple internal and external stakeholders.	Essential	Interview
Experience of partnership development and stakeholder engagement.	Essential	Application Form/ Interview
Experience of organising and delivering outreach, engagement, recruitment or employability activities.	Essential	Application Form/ Interview
Experience of monitoring programme performance and reporting against targets and outcomes.	Essential	Application Form/ Interview
Experience of working within education, skills, employability or higher education environments.	Desirable	Application Form/ Interview

Criteria for Grade 8 **Role Title: Programme Manager**	**Essential/ Desirable**	**To be identified by:**
Knowledge, Skills and Abilities		
Management skills to lead a diverse team, or significant service or operational facility.	Essential	Supporting Statement / Interview
Authoritative knowledge (policy, systems, services, work practices, processes, etc) and understanding of broader areas and issues (regulations, legislation, and national codes of practice, and implications of non-compliance, etc).	Essential	Supporting Statement / Interview Supporting Statement / Interview
Ability to design, develop and deliver different aspects of work from inception to completion (e.g. relating to strategy and policy, and University-wide/external projects).	Essential	Supporting Statement / Interview
Ability to initiate and lead networks on behalf of the Service or University; to negotiate and manage contracts with customers, key external contacts and service providers on behalf of the Service and University.	Essential	Application Form / Interview
Ability to analyse and solve problems of a complex nature and think strategically, e.g. when making decisions and formulating policy	Essential	Application Form / Interview
Ability to take a lead in the development and improvement of services and present concepts and complex material to a range of audiences.	Essential	Application Form / Interview
Understanding of relevant planning and budgeting processes and the ability to control budgets and contracts for goods and services.	Essential	Application Form / Interview
Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology, development and maintenance of websites.	Essential	Interview
Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Interview