

# Programme Manager (Children and Young People) required (full time)

## Are you a feminist with strong programme management skills?

AVA is looking for an experienced Programme Manager to manage our work around children and young people. This is work that involves multiple partners, including community and statutory organisations, supporting children affected by domestic abuse, as well as work promoting healthy relationships. You will have strong programme management skills, experience of successful partnership working and a commitment to ending violence against women and girls.

AVA (Against Violence and Abuse) is a leading UK charity committed to ending gender based violence and abuse. We work with survivors to champion evidence based change. We have particular expertise around multiple disadvantage and children and young people. Our groundbreaking work includes “Complicated Matters”, the Commission report “Breaking Down the Barriers” and the online resources “Ask AVA” and “Breathing Space”.

Our work has a particular focus on developing trauma informed approaches to supporting survivors. This priority is informed by both academic research, and the lived experience of survivors, primarily through our peer research work.

AVA trains over 3,000 practitioners a year. We are accredited by the Open College Network London (OCN London) and CPD Standards Office. Our new reports and resources can be found here <https://avaproject.org.uk/resources/>

## Responsibilities of the post include

- To lead, develop and manage AVA programmes around children and young people
- Managing relationships with delivery partners, including specialist “by and for” VAWG organisations
- Maintaining robust monitoring arrangements across partnerships
- Ensuring effective and robust reporting to funders.

**The Foundry, 17 Oval Way, London SE11 5RR**

**T:** 020 3752 5535 **E:** [info@avaproject.org.uk](mailto:info@avaproject.org.uk) **W:** [www.avaproject.org.uk](http://www.avaproject.org.uk)

Registered Charity No: 1134713 Company No: 7092449

## Requirements of the post include

- The ability to manage a complex programme without hands on supervision
- Experience of managing partnerships across the voluntary and statutory sectors, ideally including working with community organisations or other specialist “by and for” services
- A strong understanding of violence and abuse as it affects children and young people, encompassing prevention as well as post abuse responses
- An ability to manage budgets.

## Location and hours

At AVA we are committed to flexible working and offer all staff the chance to work in a hybrid fashion combining both office based and home based working. We close the office when appropriate from a public health perspective and maintain a covid secure office. The successful candidate will be expected to attend the office regularly (up to twice a week) during periods when it is open. For this post there will be some travel to attend external meetings (i.e. not at home or in our office) in order to meet the needs of the work - this travel will be conducted within covid guidelines.

Further information follows in this job application pack, including a job description, person specification, and an equal opportunities monitoring form.

## Applications should consist of

- Your CV which must include details of your education, qualifications and any relevant training, your employment history and 2 referees
- A covering letter, no more than 2 sides of A4 in total, which outlines your skills, experience and knowledge in relation to **each of the points** in the person specification
- A completed **equal opportunity monitoring form**.

Please send your application to [maria.dardagan@avaproject.org.uk](mailto:maria.dardagan@avaproject.org.uk) by 17th January at 10am. Interviews will take place via zoom on 31st January 2022, with a second interview on 4th February 2022.

By making an application you are stating that you are legally entitled to work in the UK. The appointment will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and references.

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AVA is an equal opportunities employer. We particularly welcome applications from Black and minoritised candidates who are currently underrepresented at managerial level in our staff team. Please contact us if you would like to see our Equal Opportunities and Anti-Harassment Policy or our Recruitment of Ex-Offenders Policy.

## Job Description

Job Title: **Programme Manager**

Location: AVA (Against Violence & Abuse)

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Salary: £41,181 pro rata (NJC scale 33 + London Weighting)

Probationary Period: Six months

Notice: After probationary period, twelve weeks' notice is required on either side

Leave: 26 days per annum pro rata plus public holidays

Hours of Work: 35 hours per week

Reporting to: Chief Executive

Pension: 4% employers match contribution

Appointment will be subject to an enhanced satisfactory Disclosure and Barring Service (DBS) check and references.

### Role overview:

This role will lead, develop and manage AVA's innovative and evidence based programmes for children and young people. These cover support for children and young people who have experienced domestic abuse, and prevention work in schools and other youth settings. These programmes involve working with a range of statutory and voluntary sector partners, including a number of charities working on gender based violence issues as they affect Black and minoritised women and children.

### Key responsibilities

- Leading, developing and managing AVA programmes around children and young people
- Ensuring healthy, productive and positive working relationships with a range of partners across the voluntary and statutory sectors
- Ensuring that programmes meet their delivery targets, including taking positive action to address shortfalls, such as providing additional support and advice for delivery partners
- Ensuring robust and timely reporting to funders
- Working with the Senior Management Team to ensure the continued development and growth of the CODA (Children Overcoming Domestic Abuse) programme so that an increasing number of children and their non abuser parents have access to high quality support

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- Supporting AVA's role as the London VAWG consortium lead for prevention, including convening and chairing prevention strand meetings
- Working with the Senior Management Team to ensure that our children and young people work remains innovative and relevant, including horizon scanning, market intelligence and identifying new directions for this work.
- Working with the Funding Support Officer to identify and deliver new sources of funding for AVA's children and young people's work, including for the London VAWG consortium prevention strand
- Supporting the Resources Director and Digital Officer in ensuring that the Ask AVA online prevention resource remains up to date and relevant
- To work with the Resources Director to ensure that the children and young people's programmes both remain within budget and that spending is in line with implementation timescales
- Working with the Director of Policy and Communications, project staff and Communications Officer to ensure that AVA remains an influential and effective voice on issues around children and young peoples experience of VAWG
- Working with the Director of Training and Innovation to ensure that our work with children and young people, particularly when they work with us as experts by experience, is trauma informed
- To undertake any other tasks commensurate with the post at the request of the Chief Executive.

### **General duties**

- Be a member of AVA's team and take on additional ad hoc tasks from Senior Management Team inline with other duties of the role
- To contribute to the promotion of AVA and its work
- To participate and contribute to team meetings and organisational development
- To engage in learning and take responsibility for your own personal development
- Comply with AVA's policies and procedures and legal requirements, such as provisions set out in the GDPR, Health and Safety at Work Act 1974 and Equality Act 2010.

### **Person specification**

#### **Essential requirements**

1. An understanding of violence and abuse issues as they relate to children and young people
2. Experience of working with a range of statutory services that children come into contact with who have the ability to make a difference to their lives, e.g. schools, social work, youth settings.

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3. An understanding of the voluntary sector, its culture and its role in user centred service delivery
4. Proven experience of leading and managing complex partnerships to produce results
5. A feminist and non-judgmental approach to survivors of gender based violence and women, children and young people experiencing multiple disadvantage
6. A commitment to taking an intersectional and anti racist approach to all aspects of our work
7. Experience of producing funder reports showing progress against key performance indicators
8. Excellent IT skills to support project management, data collection and service delivery
9. Experience of managing budgets
10. The ability to work independently without day to day supervision.

### **Desirable requirements**

1. Experience of working directly with children affected by gender based violence and abuse, either as an employee or a volunteer, or through personal experience
2. Specific experience of working for, or with, organisations working directly with Black and minoritised women (as they make up the majority of our partners for the London VAWG consortium work)
3. Experience of contributing to the development of online resources
4. Knowledge and experience of designing and delivering training.