



Application Pack:

Head of Programmes



**PETER JONES
FOUNDATION**



WELCOME FROM OUR FOUNDER

Dear Applicant,

This role will be enormously rewarding and a great opportunity to make a real impact within the Peter Jones Foundation (PJF). The successful candidate will play a key role in leading our programmes and will help develop and deliver a strategy to nurture successful young business founders across the UK.

PJF exists to improve the socio-economic outcomes for young people and disadvantaged groups by equipping them with enterprise skills that will improve their life chances, whatever path they choose. We continue to enjoy great progress year on year. We are committed to supporting young people to set up and run a business whilst in education to supporting the delivery of enterprise and entrepreneurship qualifications and to being a key player in the start-up/scale-up landscape. As Head of Programmes you will be a driving force behind all of these aims.

This is an exciting opportunity for a passionate, inspiring and results-focused individual to make a meaningful contribution to the organisation's future direction. If this sounds exciting and you want to work with a dedicated team and committed Board of Trustees to inspire and support young people, then we want to hear from you.

Yours sincerely,

Peter Jones CBE

Founder and Chairman, Peter Jones Foundation





OUR ORGANISATION

The Peter Jones Foundation was founded in 2005 by successful entrepreneur and star of Dragons' Den, Peter Jones CBE. We believe that with the right mix of support and opportunity, every young person has the potential to achieve great things and the right to a brighter future. We run a range of successful programmes that support young people from primary through to further education here in the UK and increasingly around the world.

To achieve our aims, we support some of the most disadvantaged young people to improve their lives through our programmes including our national enterprise competition, Tycoon and our flagship, Peter Jones Enterprise Academy provision.

Graduates from our courses have access to our Enterprise Alumni programme, that links students to a broader network and exclusive suite of resources. Through this scheme, we are working to offer all our graduates support into work, to start a business or an offer of a place at university. Ultimately, the Foundation encourages, educates and empowers the entrepreneurs and business leaders of tomorrow.





OUR VALUES

Value		What this means for PJF		
		Ourselves	Our Beneficiaries	Our Partners
Collaborative	<i>Two heads are better than one</i>	Championing the benefits of teamwork and collaboration. Sharing knowledge and best practice. Seeking out, listening to and acting on feedback.	Seeking out, listening to and acting on feedback	Nurturing meaningful and collaborative partnerships
Enterprising	<i>There's no such thing as no chance</i>	Having an enterprising mindset. Constantly think about how to do things better. Focusing on the sustainability of our organisation.	Believing and demonstrating that an enterprising mindset will help you to help yourself. Showing thought-leadership and innovation in our field.	Anticipating change and being proactive
Accountable	<i>We don't hire smart people to tell them what to do</i>	Being results-orientated. Being autonomous.	Being impact-orientated	Finding where our mission and our partners' needs meet
Empowering	<i>We try to be the change we want to see in the world</i>	Supporting one another and celebrating achievement. Championing professional development.	Being leaders at positively impacting young people's lives	Driving ambassadorship for enterprise
Inclusive	<i>A lot of different flowers make a bouquet</i>	Being respectful and considerate in all we do	Supporting those at disadvantage and championing diversity	Being open-minded to working with anyone who shares our mission and values



THE ROLE

Title

Head of Programmes

Purpose of the Role

Programme Delivery

The Head of Programmes will lead all aspects of PJF's education programmes including our Tycoon Enterprise Competition, Peter Jones Enterprise Academy, National Entrepreneur of the Year competition and our alumni programme. We are looking to build a programmes team over the next 2 years but, initially, the Head of Programmes will have one report, a Programme Officer, to support on delivery. A key responsibility will be to ensure our programmes have measurable learning outcomes whilst increasing reach and to ensure a high standard of delivery alongside the strong relationship management of our providers.

Strategy and Growth

The Head of Programmes will also play an integral part in delivering our strategy for growth and bridging the gap between learning about enterprise and entrepreneurship and earning through it. As such, you will have a passion for business and a deep understanding of the start-up/scale-up landscape in particular. You will also have the know-how and skills set to build partnerships with organisations that can help young entrepreneurs and ensure we have programmes that are sustainable as well as impactful.

We understand that the two facets of the role outlined above will require a person with a breadth of experience both inside and outside of the education sector. With this in mind, we welcome applications from individuals wishing to job share (with responsibility for Programme Delivery or Strategy and Growth) as well as those with the experience and knowledge to lead on both aspects.

Key Responsibilities

1. Lead Programme Delivery

- Nurture effective partnerships with current network of providers and education stakeholders working in the enterprise education space to increase uptake of PJF programmes, prioritising activity to increase the uptake of qualifications and participation in Tycoon.
- Be lead contact for all Peter Jones Enterprise Academies, ensuring strong relationship management and delivery of programmes in line with service level agreements.
- Work with Managing Director to identify and support strategies to increase percentage of students from disadvantaged areas engaged in our programmes.
- Lead on content creation and resource development for programmes
- Oversee ongoing development of programmes for military veterans and female founders
- Work with Managing Director to support growth of provider network, attending meetings with prospective providers where appropriate.
- Work with Programme Officer and external partners/funders to grow impactful alumni programme.
- Work with Head of Partnerships and external partners/funders to grow impactful National Entrepreneur of the Year programme
- Provide strong line management to Programme Officer, ensuring strong delivery and growth of Tycoon Programme and, in time, grow and provide leadership to a programmes team.
- Work closely with the partnerships function to ensure partners and charity ambassadors are made aware of opportunities to support programmes e.g. through digital mentoring and resource content creation.
- Monitor impact of programmes, tracking progress against an outcomes framework and compiling reports to share with key stakeholders
- Act as spokesperson for PJF programmes and where appropriate PJF, attending educational events and helping to build a strong network of influencers and advocates across the education landscape.



- Provide support at key PJF events including fundraisers.
- Keep abreast of changes to curricula that impact our courses and qualifications as well as new opportunities (e.g. to support new qualifications) across education landscape.
- Manage Programmes Budget to ensure effective expenditure that supports PJF mission, programme strategy and targets.

2. Lead Programme Strategy and Growth

- Work with senior team to develop and implement a 3-5 year strategy for growing the Foundation's reach and impact, with a particular focus on our National Entrepreneur of the Year programme.
- Build a network of support with a focus on the business, start-up and scale-up communities, increasing PJF's profile in this landscape.
- Build advocacy and support for PJF from our alumni base and grow our impact in the HE-sector
- Working with PJF's Head of Partnerships, helping to identify potential sponsors for our programmes as well as making good use of in-kind support.
- Lead on events and opportunities with a strong partner presence including webinars, networking events and workshops.
- Work with partner organisations and the Foundation's network of entrepreneurs and business leaders to develop educational resources and realise opportunities for our beneficiaries.

Essential Experience and Skills

- Strong relationship management skills
- Ability to communicate effectively at different levels, including young people, school leaders and senior business leaders
- Passion and deep knowledge of start-up/scale-up landscape and ideally some experience in business and/or entrepreneurship.
- Knowledge and understanding of enterprise education in the UK
- Experience in education, ideally as a qualified senior teacher of vocational qualification and/or business, enterprise or entrepreneurship (for Lead Programme Delivery responsibilities)
- Experience in curriculum design and writing educational resources to a high standard (for Lead Programme Delivery responsibilities)
- Proactive and highly organised, with strong time management and planning skills, meticulous attention to detail and a proven ability to multi-task and work autonomously
- Proven ability to meet tight deadlines and remain calm under pressure
- Proven ability to manage budgets
- Ability to compile and present impact reports to a high standard
- IT literate
- Team player who is willing to "chip in" and support (from time to time) outside immediate responsibilities
- Driving licence and willingness to travel UK-wide with occasional overnight stays

Key Behaviours

- Excellent communication skills
- Bright, self-motivated and driven
- Able to work autonomously
- Highly creative and full of ideas
- Passionate about supporting young people and the importance of enterprise education
- High sense of personal responsibility
- Analytical and inquisitive, with excellent attention to detail
- Articulate, with good presentation skills



- Reliable, flexible and cooperative
- Professional
- Able and willing to work outside normal office hours when necessary
- Personable and approachable, with an enthusiastic and motivational nature

Reporting to

Managing Director

Location/Hours

Full time (but we are open to exploring job share options). Normal working hours are 9-5.30 with option to start/end 2 hours earlier/later and flexibility to work from home on agreed days (up to 2 days a week). National travel with occasional overnight stays and option to work from Marlow office on occasion.

Pay

£45,000

RECRUITMENT PROCESS

To apply in confidence to become Head of Programmes at the Peter Jones Foundation please forward your CV, with a supporting cover letter that ensures your application fully addresses the requirements for the role, in no more than two pages.

You should give the names, positions, organisations and telephone contact numbers of two referees, relevant to this role.

References will only be taken once your express permission has been granted. We would also be grateful if you could let us know if you will require any special provision as a result of a disability should you be called for interview.

Finally, please ensure that you have included relevant telephone numbers for us to contact you on, as well as any dates when you will not be available for an interview.

Applications should be submitted via email to the below address no later than midnight on Friday 12th November 2021. Applications will be reviewed as they come in and we may conduct interviews before the end of the recruitment period. However, we expect to follow the timetable outlined below:

12 th November 2021	Closing date for applications
By end of November	1 st round interviews
Early December	2 nd round interviews (if needed) and appointment

Please submit your application to: careers@pjfoundation.org with the subject title '[Your Name], Head of Programmes'.

Information on other job opportunities at the Foundation can be found at: www.peterjonesfoundation.org/about-us/careers.