



The Colour Works Foundation

Building Self-Belief

TWCF Programme Manager

Role

To oversee, manage and deliver the vision of The Colour Works Foundation (TCWF) through outstanding provision of TCWF courses

To develop and nurture relationships with existing TCWF partnerships

To identify and bring on board new partnerships to grow the reach of the Charity

Responsibilities

1. Research and build relationships with organisations that work with the target audience as identified in TCWF's charitable objects and mission and vision with the aim of developing new partnerships
2. Deliver a minimum of 9 TCWF courses per year
3. Develop the TCWF content and visual presentations to ensure continual improvement in response to the changing challenges of our service users
4. Ensure a suitable evaluation process is completed for every course and analyse the data to inform course development
5. Collect course feedback from participants and partner organisations. Review and update course based on relevant feedback
6. Provide regular updates to CEO
7. Network with partner organisations and other voluntary sector groups to raise profile and identify opportunities for partnership
8. Identify and attend training relevant to TCWF, enabling continuing professional development
9. Identify and recruit Course Deliverers
10. Deliver the train the trainer programme in partnership with the CEO and / or Co-Founder.
11. Develop assessment process for qualifying new course deliverers where necessary
12. Develop and deliver annual re-qualification process / course update review for Course Deliverers and Remote Course Leaders
13. Lead the quarterly course deliverer review process
14. Contribute to Charity's budget for fundraising to ensure own salary is covered year on year

Essential experience required

1. Experience of working with disadvantaged young people and/or adults
2. Able to demonstrate significant youth work experience
3. Understanding of safeguarding requirements
4. Experience of evidence-based evaluation



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5. Good communication skills and an ability to adapt sensitively to a diverse range of audiences and contexts.
6. Skilled in engagement and building relationships of trust and collaboration.
7. Skilled in managing teams and projects to deliver on agreed outcomes.
8. Has excellent writing skills and the ability to produce reports and information in a variety of forms for different purposes.
9. Highly ICT literate, notably with Microsoft Office software, and confident in using video conferencing with Teams and Zoom.
10. Great project management skills and an ability to design and structure work programmes to ensure they are delivered.
11. Familiarity with partnership working.
12. Creative in developing solutions to problems.
13. Familiar with marketing and communications techniques and approaches.

Desirable

1. Qualified in use and delivery of accredited psychological personality profiling tool
2. Experience in delivery of learning and development courses linked to personality profiling
3. Qualified as a youth worker
4. Fundraising

Personal attributes

1. Ability to work flexibly
2. Independent self-starter with an inclusive leadership style
3. Able to maintain confidentiality and discretion.
4. Self-motivated and able to take own initiative.
5. Has a sense of responsibility to the work and the people served.
6. Has a deep commitment to fairness and accountability.
7. Takes a collaborative approach to issues, problem-solving, and working relationships.
8. Shows kindness, respect, and humility towards others.
9. Is confident, friendly, resilient, and self-sufficient.
10. Is tenacious and committed to delivering on goals.