



**Vacancy: Programme Manager with responsibility for Schools,
Learning and Impact**

We are seeking an inspiring, enthusiastic and experienced Programme Manager to join our team at this exciting time of growth to develop, manage and lead our engaging programmes and activities for girls and young women in the North East

This position is offered at 2 days per week for 12 months

The fee will be: £1320 per calendar month (£165 per day)

£39,600 pa (FTE)

This is a new role which as well as direct programme delivery (Schools, Learning and Impact) will also support the CEO with oversight across all three strands of our work.

Role: Programme Manager with responsibility for Schools, Learning and Impact

The post is offered on a freelance fixed term basis for 12 months, with a view to extend, subject to successful funding applications.

Hours of work: Flexible, equivalent to 8 days per month with 1 regular day in the office (Tuesday or Thursday) each week.

Our office is based in Newcastle Arts Centre, Newcastle upon Tyne.

The freelance Programme Manager with responsibility for Schools, Learning and Impact will be responsible for managing their time based on the fee provided, to include all duties necessary to the role and set out in the job profile.

To apply for this position please submit an expression of interest that clearly **demonstrates** the essential and desirable skills and experience you would bring to the role using the following information, listing **experience, education, training and qualifications** relevant to this post.

Please also include 2 referees we may contact. This post is subject to DBS checks.

**The deadline for applications is 5pm 29th August 2025
Interviews will be held week beginning 8th September 2025**

For further information or to apply email Clara Shield, Chief Executive Officer

ceo@youngwomensfilmacademy.co.uk

The Young Women's Film Academy's charitable objectives are:

To advance in life and relieve needs of girls and young women aged up to 25 in the North East of England or elsewhere as the trustees determine through:

- *providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.*
- *promoting good mental health*
- *advancing education and training*

Job Role: Programme Manager with responsibility for schools, learning and impact

Role Objectives:

- To work closely with the Chief Executive Officer to support the smooth delivery of all YWFA activities and services and lead on monitoring and evaluating these programmes.
- To manage the operational delivery of the Schools, Learning and Impact programme
- To line manage the Programme Lead: Community & Engagement and the Youth Support Workshop Facilitator
- To support young people in developing and nurturing creative talent, especially from under-represented groups.
- To ensure the impact of the work is well documented, understood and celebrated
- To support the CEO in budgeting across all programmes

Role Responsibilities:

- To oversee the Community Engagement and Wellbeing Programme, supporting the Programme Lead in delivering that programme successfully
- To collate the data (quantitative and qualitative) for all programmes, using the YWFA processes and work with the CEO to write reports and funding monitoring requirements in line with our funders and charity commission expectations
- Ensure policies and procedures are followed, regularly evaluated and updated.
- To support the CEO in recruitment and management of staff and freelancers, including issue of contracts and inductions
- To deliver relevant and appropriate training for staff as and when required
- To attend events, networking and meetings promoting the YWFA
- To occasionally deputise for the CEO if required (e.g. covering holidays)
- To lead and ensure delivery of the YWFA schools programme with support of the Youth Support Workshop Facilitator, including short term or 'one off'

outreach workshops, activities and opportunities and maintaining a high quality and professional standard, using the key resources of YWFA films

- To develop excellent relationships with schools and teaching staff enabling delivery of our creative film/drama/digital outreach workshops in educational settings
- To create and maintain with support of the Youth Support Workshop Facilitator a database of schools and contacts for outreach delivery and to promote the YWFA programmes within the schools and learning community, actively seeking opportunities to expand delivery into schools across the North East
- To develop an evaluation toolkit to be used for workshops that demonstrate learning and impact for young people as well as collating standard quantitative data (attendance etc)
- To follow relevant safeguarding procedures at all times
- To conduct risk assessments and ensure appropriate safeguards are in place
- To promote the YWFA provision on social media and through YWFA networks
- To liaise with other YWFA staff to best support the young people in achieving relevant accreditation e.g. NCFE evidence
- Undertake relevant training as required

Programme Manager with responsibility for schools, learning and impact

Essential skills and experience:

- Experience in managing staff, artists and volunteers
- Have a professional/academic qualification in a relevant discipline (e.g. youth work, teaching, community education, community arts, film, theatre)
- Experience of working with young people creatively, individually and in groups.
- Possess the ability to form positive working relationships with young people, colleagues and other professionals.
- Confident with assessing the needs of young people and make appropriate decisions and referrals where needed.
- Able to work with young people around sensitive issues in a non-judgemental manner.
- Knowledge of issues relating to young people and relevant strategies to provide support.
- Can work within the confines of confidentiality.
- Have sound safeguarding knowledge and possess confidence and experience in dealing with safeguarding issues, reporting and appropriate referrals.
- Local knowledge and networks in and around the Tyne and Wear, Northumberland and wider North East region specifically within educational and youth settings.
- Knowledge and experience of evaluation and monitoring processes of young people's participation in activities.

Desirable skills and experience:

- Notable experience of working with young people in a variety of settings including schools.
- Possess (or have a willing interest in developing) creative film/digital engagement facilitation skills.
- Able to deliver or oversee delivery of creative workshops in a young person centric way.
- Have the capacity to work under pressure and prioritise working according to the needs of the staff team, young people and the organisation.
- Use of initiative, be flexible and adaptable to situations.
- Good communication skills, both written and verbal, including listening and presentation skills.
- Ability to work in a challenging and changing environment.
- Experience of delivering staff training
- Knowledge of NCFE or equivalent portfolio based accreditation.

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