

Programme Manager

Engineers Without Borders UK



UK
ENGINEERS
WITHOUT BORDERS

Welcome

Thank you for your interest in the role of Programme Manager. This document will provide more detail of the organisation, the role and how to apply. If you have any further questions do not hesitate to get in contact at hr@ewb-uk.org.

About us

We're part of a global movement of over 60 Engineers Without Borders organisations and tens of thousands of committed individuals and organisations. Together, we are working to put global responsibility at the heart of engineering, to ensure a safe and just future for all.

As a charity, we have long championed the need for engineers to understand the vital role that we all have to play in addressing the greatest challenges facing society today. In 2021, we refreshed our strategy, emphasising the need to put global responsibility at the heart of how all engineering is taught and practised. With a different approach, the engineering community has the power to rapidly transform our world for the better and ensure a safe and just future for all.

As society moves towards the deadline to meet the UN's Sustainable Development Goals (SDGs), we are striving to reach the tipping point for globally responsible engineering. We do this by inspiring the engineering community to commit to global responsibility, upskilling people to put purpose into practice, and driving change through collaboration with companies, universities and a diverse range of organisations to mainstream globally responsible engineering as quickly as possible.

By 2030 we will build a movement of over half a million people who individually commit to making a difference and transforming the culture of engineering. This is an ambitious goal but the scale of the challenge that we all face demands it.

Our vision

Society balances the needs of all people with the needs of our planet.

Our mission

To put global responsibility at the heart of engineering.

That is where you come in! The Programme Manager is a vital role in the organisation, responsible for the development and delivery of our programmes that reach over 10,000 students a year.

The headlines

Job title: Programme Manager

Date issued: May 2022

Responsible for: Managing the development and delivery of our engineering education programmes.

Direct reports: Programme Activities Coordinator

Location: Remote (UK), hybrid or office-based (London). Minimum expectation of one day per month in the office.

Type of post: Permanent, full time

Salary: £35,000-38,000 per annum, depending on experience

Leave: 24 days per annum, plus public holidays and 27-31 Dec

Pension: Up to 5% matched employer contribution to workplace pension scheme

Application deadline: The deadline for applications is 5pm (BST) Sunday 5 June 2022. We will assess applications as we receive them and may interview candidates before the closing date. Please apply early to avoid disappointment.

Start date: As soon as possible



What you will doing

We run design challenges to transform engineering education. Through these, we are building a new generation of creative, innovative and globally responsible engineers who will spread their expertise across the globe and find solutions to the biggest challenges of our time.

Working closely with Engineers Without Borders UK colleagues and our programme partners, you will drive forward the success of our design challenges in the UK and internationally, inspiring and upskilling undergraduates around the world to become globally responsible engineers. You will significantly contribute to our goal to upskill 250,000 individuals by 2030.

While experience in education or engineering programmes might help you hit the ground running, it's more important that you have excellent project and people management skills and a good understanding and interest in working with a variety of organisations and across cultures to achieve shared objectives.

Your primary responsibilities will be:

- **Building and managing relationships with our programme partners.** You will co-develop and deliver programmes, negotiate and manage budgets and seek opportunities. Current partners include Energy Saving Trust/Efficiency for Access coalition, Engineers Without Borders South Africa and Research and Development Without Borders Cameroon. You will also coordinate the community partner selection and manage this relationship for Engineering for People Design Challenge. This year we are working with Govan Community Project in Glasgow, the Centre for Alternative Technologies in Cape York, Australia and Engineers Without Borders Australia.
- **Coordinating and collaborating with our team to best deliver our programmes.** You will take an approach that empowers others, utilising the skills and expertise they bring, whilst project managing, planning and communicating to ensure goals, roles and processes are clear, and that key milestones are reached.
- **Recruiting and building successful relationships with educators from 40+ universities** that we work with. You will share insight into how to successfully deliver the programme, facilitate the sharing of good practice and highlight how the programme supports course accreditation and relevant skill development.
- **Developing, managing and delivering learning materials.** You will ensure that our online resources and the delivery of supporting workshops are inspiring, relevant, appropriate for the education level of the students, and reflect the high quality professionalism expected from our organisation. You will work with our Education Lead on the development of resources, and our Programmes Activities Coordinator to design and coordinate the delivery of materials. You will share the role of facilitating in person and online workshops.
- **Integrating the programmes within the movement.** You will work with others in the team to ensure that both programmes benefit from the involvement of the wider movement, for example through recruiting professionals to mentor student groups and provide feedback on design ideas.
- **Monitoring and evaluation** to assess and grow the impact of the programmes. You will ensure this is aligned with our organisational impact framework and new competency framework.

Being a small team, everyone is expected to contribute and provide support to others in the delivery and improvement of the organisation. This is a great opportunity to develop broader skills and experience, as well as being part of a supportive, dependable team.

Person specification

Essential

- Experience of managing complex projects and/or programmes and delivering them to a high standard. You will have excellent ability to plan, organise and balance conflicting priorities.
- Excellent interpersonal and communication skills, with proven ability to engage and working collaboratively with multiple internal and external stakeholders. You will have experience of managing teams to achieve specified outcomes and targets.
- Experienced negotiator, for example negotiating contracts and working practices and navigating different perspectives.
- Experience of identifying and implementing improvements.
- Reliable and proactive, with the ability to work effectively in a team and independently. Experience of working in a small sized organisation would be beneficial.
- An interest in making a positive difference to people's lives and the planet, and you see how engineering has a role in this.

Desirable. If we were putting together our ultimate wish list, we'd also include the following. But these can be learnt on the job so we're highlighting them as desirable and/or your development opportunities with us:

- Experience of line management, this could be of staff or volunteers.
- Experience developing and delivering presentations and facilitating workshops
- Experience of business development or scaling innovative projects/processes
- Knowledge or experience of engineering or related sectors.
- Experience of managing and delivering educational programmes.



Our team

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. For our people, these translate into the following behaviours which are expected of everyone:

Passionate about our purpose. Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.

Team player. Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.

Respectful. Aware and respectful of different opinions, always assuming positive intent and collaborating to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.

Professional. Acts with integrity, recognising role as an ambassador of Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.

Open and inclusive. Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.

Inquisitive. Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.

Dependable. Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.

Creative. Able to bring new ideas and approaches and has an opportunity-driven mindset whilst recognising the importance of focus and clear direction.

How we work

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

Our culture

We value a positive working environment for everyone on our team. You can expect support throughout your employment with us including induction, regular feedback, appraisals, weekly team meetings and peer-nominated recognitions.

Working time, place of work and travel

This is a full-time position with a commitment of 37.5 hours per week. We operate flexible working hours around a core hours of 10am - 4pm Monday to Friday. This ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work.

We are offering the role with flexibility on location, with the option to be remote (UK), hybrid, or office-based (London). The minimum expectation is one day per month in the office.

With the nature of this external and delivery focused role, there will be some evening and weekend work and travel within the UK, likely including some nights away from home. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

Your employment package

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive. For the Programme Manager:

- The starting salary is £35,000-38,000 per annum, depending on experience. This is a permanent, full-time contract.
- You will have access to our workplace pension scheme that is compliant with auto-enrolment legislation and is enhanced: we match contributions up to 5% of salary.
- You will have 24 days annual leave plus public holidays and 27-31 December.
- You will be able to take up to two volunteer days per year.
- You will have access to a Staff Development Scheme in support of continued professional development.

Diversity, inclusion and equity

Engineers Without Borders UK is guided by a set of principles that we believe will help ensure that all viewpoints and knowledge are heard, included and respected.

We want to make the recruitment process inclusive and accessible. We would be happy to provide any further support that you may require - please get in touch with us via hr@ewb-uk.org and we can think together about how to make this process easier for you.

We especially encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.

How to apply

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to hr@ewb-uk.org with the job title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to join the team at Engineers Without Borders UK
- How you meet the role description and person specification
- Where you saw the role advertised

The deadline for applications is **5pm (BST) Sunday 5 June 2022**. We will assess applications as we receive them and may interview candidates before the closing date. Please apply early to avoid disappointment.

The interview process will consist of an initial call with our Chief Operations Officer to discuss the role and learn more about your experience and interest in working for Engineers Without Borders UK. Following this, we will invite shortlisted candidates to a formal interview and there will be opportunity to meet members of our team.

If you would like to discuss the role before applying, please contact hr@ewb-uk.org.

Recruitment information

- Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our Privacy Policy for details of why and how we collect and store your data.

We appreciate your time and look forward to hearing from you.