

FREELANCE PROGRAMME MANAGER BRIEF

INTRODUCING FUTUREDOTNOW

FutureDotNow is the leading authority on the digital skills of the UK's workforce. Since 2019, we've increased understanding of the Essential Digital Skills gap at the heart of business and the economic and social opportunities that closing it offers.

The UK workforce is digitally underpowered; 54% of the UK's workforce (22 million people) is unable to do all 20 digital tasks industry and government have defined as essential for work. We've established a coalition of industry leaders dedicated to equipping every working-age adult with Essential Digital Skills for Work, developed reports and resources to support this action, and influenced government policy and the behaviour of other organisations.

Our expert understanding of the Essential Digital Skills gap in the UK and relationships with organisations across many sectors allows us to narrate the challenge we face, provide authoritative insight, and put forward practical solutions to close the gap.

Our strong links with business leaders, policy makers and experts from a wide range of organisations place us at the centre of a powerful network. We use this position to coordinate collective action, share learnings and resources, and connect organisations who can support each other.

In July 2023 FutureDotNow launched [Closing the UK workforce essential digital skills gap A roadmap for action](#), co-created with business and government. It sets out 10 recommendations for action across 3 workstreams: Strategy, Delivery and Culture. Over the Autumn of last year, we assembled working groups comprising of industry leaders, experts, and government representatives who collectively streamlined the priorities into seven action areas for scale impact. This consolidation culminated in a clear path forward with the creation of the [2024 Delivery Plan](#). Cross sector workstreams are now focusing on seven areas for action to close the workforce digital skills gap. Three action focused sprints are taking place across the year, each culminating in an event for key parties to come together to reflect and consolidate progress.

This programme manager will initially support the delivery of Sprint 2.

AIM OF ROLE

The Programme Manager will manage and facilitate the delivery of multiple, concurrent workstreams that form FutureDotNow's 2024 Delivery Plan to close the UK workforce digital skills gap. They will take responsibility for overseeing all aspects of planning, implementation, and processes for an initial period of 3 months culminating in the end of sprint two workshop.

The workstreams are co-chaired by industry experts with team members and advisors from across industry and government. We're pleased to have already secured participation from Accenture, Amey, Barclays, Cabinet Office, Cisco, Department of Science, Innovation and Technology, Deloitte, Lloyds Banking Group, PwC, M&S, NHS England, Nominet, Oliver Wyman, UFI and more.

We are seeking an experienced operational Programme Manager who takes a results-driven approach and is keen to work for an agile, high-impact, purpose-driven organisation.

PARTICULARS OF CONTRACT OFFER

Location of work:	Fully remote, with a possibility to attend one or two meetings in London
Duration:	Initially for a 3-month period
Hours:	16 hrs a week –flexible on working hours across the week but will require some coverage on a Monday as a key planning day for the team and to attend sprint meetings.
Budget:	Up to £500 a week, a maximum of £6,500 for 3 months dependant on skills and experience
Start date:	May 2024
Invoicing:	GBP, payment by bank transfer within 30 days of submitting invoice

KEY RESPONSIBILITIES

Operational

- Own and manage programme plan, working collaboratively with the working groups to drive progress, identify and mitigate workstream risks/issues and manage interdependencies.
- Continue to build accountability for delivery across a wide group of stakeholders, maintaining clear roles and responsibilities for each workstream, and supporting working groups to manage their delivery plans.
- Establish and maintain relationships with relevant stakeholders, providing day-to-day contact on project status and changes. Ensure project updates and actions are completed, issues resolved, and decisions agreed in a timely way.
- Manage meeting cadence and administration; work with FutureDotNow team supporting the convening of partner workshops and insight meetings (online and in person)
- Understands the RACI matrix and follows the specified protocol in their day-to-day work

Reporting

- Manage the creation and issue of a weekly newsletter that captures progress across the seven workstreams, and keeps the disparate teams engaged.
- Work with the FutureDotNow team to produce regular updates (typically in MS PowerPoint) for a variety of stakeholders on progress. This will include quarterly Trustee packs as well as grant applications and reporting.
- Report weekly to the internal team on project updates against the project objectives including making recommendations for success and mitigating against risk.

Planning

- Work with CEO and COO to develop and mobilise new projects according to strategic objectives of the organisation, including galvanising commitments from industry leaders to participate or lead new projects in sprint two, establishing meeting cadence based on learnings from sprint one.

Resourcing

- Manage resource requirements across workstreams with particular focus on the FutureDotNow team capacity; support prioritisation of short/long term workload through MS Teams board/activity planner.
- Custodian of PMO processes and tools e.g., how we plan, manage risk, run team meetings etc. There is always an opportunity for continuous improvement – if you've seen things that work better, we'd love to try them!

Events

- Assist the team in the planning and delivery of special events.

EXPERIENCE AND ATTRIBUTES

- Experience managing multiple, concurrent projects working with multi-disciplinary teams and reporting to senior stakeholders.
- Ability to identify risks and dependencies and mitigate against them
- Ability to build rapport with cross-sector, remote teams
- Strong verbal, numeracy, and written communication skills. Good at listening and facilitating group discussions.
- Ability to think critically and creatively, to solve problems, and to create order and clarity.
- Actively seek and adopt ways to innovate and adapt, flexibly approaching obstacles to progress and increasing impact.
- Comfortable challenging and holding the team to account in a compassionate, people-first way.
- Results driven approach, with a tendency to “roll-up sleeves” and get involved.
- Excellent organisational and time management skills
- Flexibility and willingness to get involved in major milestones and events
- PowerPoint, Excel, Word, SharePoint, MS Teams

INTERESTED?

We'd love to hear from you. Please send us your proposal and CV to jobs@futuresdotnow.uk by Friday 19th April. Please do watch the video from Holly Chate our COO explaining more about the role and if you have questions you'd like to raise ahead of submitting your details, please get in touch at the above address.

APPLICATION PROCESS

Submit your CV and formal proposal (one page) which should evidence:

- Your track record in delivering projects that involve several organisations, including how you have built clarity and consensus around a shared plan of work, and how you have held teams to account for delivery, your style of working. Total marks (50%)
- Proven ability to plan and deliver the collaborative projects to a high standard, on time and within budget. Total marks (40%)
- Any relevant experience to date e.g. working for a charity, change management, grant reporting, facilitator experience Total marks (10%)
- Please also include how you would like to manage 16 hours a week, any planned absences between May – July 2024 and your weekly charge to undertake the above work.

If applicable, you will be invited to meet the team for an informal interview – we will only request this if you are shortlisted