

PROGRAMME MANAGER JOB DESCRIPTION

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; 52% of the UK's workforce (c.21 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. This consolidation culminated in a clear path forward with the creation of the [2024 Delivery Plan](#). Cross-sector workstreams focused on seven areas for action to close the workforce digital skills gap. Three action focused sprints took place across the year, each culminating in an event for key parties to come together to reflect and consolidate progress. We are currently developing the strategy and plan for 2025, which will be actioned across three sprints in partnership with volunteers from over 40 organisations.

In addition, we are in discussion with the National Technology Adviser and the Department of Science, Innovation and Technology to fund up to four additional programmes of work that are likely to run from December to April 2025.

This Programme Manager role will support the 2025 delivery plan and oversee the government-funded programmes.

AIM OF ROLE

As Programme Manager, you will oversee a portfolio of interdependent projects. Your role will involve managing and facilitating the delivery of many concurrent workstreams that form FutureDotNow's strategy and plan to close the UK workforce digital skills gap. You will scope projects and deliverables in line with the charity's calendar, resources, and [Theory of Change](#). The ability to manage dependencies across disparate teams will be key, ensuring all interconnected parts work together effectively. You will identify risks and provide guidance to help problem-solve obstacles across the portfolio of projects. This role requires both a bird's eye view of across all aspects of the programme as well as the ability to take a hands-on approach and work with teams in the detail.

To thrive in this role, you will need to be adept in communication, analytical thinking, facilitation, progressive problem solving, creativity, and leadership. You should be results-driven and keen to work for an agile, high-impact, purpose-driven organisation.

PARTICULARS OF CONTRACT OFFER

Location of work:	Fully remote, with the ability to attend 1 to 2 meetings in London per quarter
Duration:	Initially for a 6-month period with the view to extend once funding secured
Hours:	Between 30 hrs and 36.5 hrs per week, over 4 or 5 days. Mondays are required as a key planning day for the team
Salary	Up to £50,000 per annum, pro-rated to number of hours and dependant on skills and experience
Start date:	Jan 2025

KEY RESPONSIBILITIES

Strategic

- Own and manage programme plan across the portfolio of projects
- Create methods to improve efficiency, visibility and interconnection across the programme team
- Work with CEO and COO to develop and mobilise new projects according to strategic objectives, including galvanising commitments from industry leaders to participate and plan engagement points and reporting requirements.

Operational

- Utilise project/programme management methodologies to track progress, manage risks and dependencies.

- Manage capacity and resource needs across workstreams, recognising the constraints of the small FutureDotNow central team, and the growing capacity of the Delivery Team of volunteers; support prioritisation of short/long term workload through use of the MS Teams activity board.
- Establish and maintain relationships with relevant stakeholders, providing day-to-day contact for project teams and acting as the first port of call in the event of project successes/changes/issues. Ensure project reporting and actions are completed, issues resolved, and decisions agreed in a timely way.
- Continue to build accountability for delivery across a wide group of stakeholders, maintaining clear roles and responsibilities for each workstream, and supporting workstreams to deliver their plan.
- Onboard new workstream members and periodically share summary headlines of programme progress / deliverables, to maintain a sense of momentum and connection across wider team
- Manage meeting cadence and administration; work with FutureDotNow team supporting the convening of partner workshops and insight meetings (online and in person)
- Assist the team in the planning and delivery of special events.

Reporting

- Provide programme progress updates against objectives on a weekly basis, highlighting any successes, risks/issues and making recommendations on necessary mitigations.
- Work with Delivery Team members to capture progress updates ahead of key Sprint meetings (kick off call, mid-point connect, end-of-sprint workshop).
- 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.

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@futuredotnow.uk

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%)

SUCCESSFUL INTERVIEW PATH

- You will be invited to an initial short interview
- You will be set a task to be completed over a week
- You will be invited to a longer final stage interview that will review your task and thinking behind it