



Assistant Programme Manager // MATT+FIONA

Job details

Job title: Assistant Programme Manager

About the organisation

MATT+FIONA is a social enterprise that empowers children and young people to shape their world. We do this through an innovative strategy of action and engagement: BUILD, LEARN and CONNECT.

Build projects enable young people to set the brief, design and build their own spaces and places in truly life-transforming experiences. Builds support cultural organisations to bring a more diverse range of collaborators into their programming.

Learn builds capacity through resources and training for schools, colleges and universities, and in the longer term creates meaningful pathways for young people's future careers.

Connect brings the organisation's expertise to support local authorities, developers and place makers to ensure communities and particularly young people are meaningfully involved in the shaping of their neighbourhoods through constructive engagement.

Job purpose

The Assistant Programme Manager will oversee day-to-day delivery of MATT+FIONA programmes and projects. The purpose and outcome of the job is to support in the development and extension of the programme, in order to reach more young people and in turn empower them to feel that they have a say in their built environment.

Location: MATT+FIONA, Studio 37, Make Space Studios, 13 Newnham Terrace, London SE1 7DR. Also various off-site locations plus the potential for some working from home

Working relationships

Reporting to: Directors Matt Springett and Fiona MacDonald

Other key relationships: The Assistant Programme Manager will work closely with the MATT+FIONA Programme Manager, Programme Coordinator, key partners, sponsors and clients including young people and children.

Main responsibilities

- Supporting the directors, Programme Manager and Programme Coordinator to develop programme strategy
- Supporting funding initiatives, bids and possibilities including writing and preparing bid applications for funding with directors' guidance as needed
- Build project coordination and management from inception to delivery including working closely with directors and project manager to develop designs and tailored education strategy for projects.
- Project and programme evaluation and reporting, including the delivery and production of illustrated/written documents
- External public communication through update of website and social media feeds
- Communication with external partners, sponsors, and funders

- Attendance at public events to promote the initiative
- Helping to build and manage positive relationships between participating schools and MATT +FIONA from initial partnering through to delivery, documentation, and evaluation of collaborative projects
- When possible, attending and supporting in-school workshops to support the programme, document processes and collect direct feedback from teachers and students
- Maintain high programme quality through regular observation, communications with participants and adherence to agreed evaluation procedures
- Support positive stakeholder relationships by providing regular updates and reports on activities to funders and sponsors
- Support the directors to ensure safeguarding and MATT+FIONA best practice in working with children, young people and schools is observed by partners and volunteers at all times.

Skills, knowledge and experience

- 1+ years' experience working in architecture, arts, culture or heritage education and/or administration
- General knowledge of National Curriculum and experience working with schools or in a school or other formal learning setting
- Clear and personable communicator, at ease with both professional and learning audiences, including teachers, children and young people
- Ability to work well both independently and collaboratively
- Strong administrative skills with excellent knowledge of Microsoft Office, Adobe Creative Suite, CAD Drawing and 3D Software (Ideally candidates will have skills in Microstation or Autocad and Rhino)
- Degree in architecture, the arts or relevant discipline preferred, but alternative, relevant, or equivalent experience will be considered.

Terms + conditions

Salary: £26,500 - £28,000 per annum (gross) pro rata (2 days) dependent on experience.

Hours: Part-time equal to **2 days per week**, 9.00am – 6.00pm (including 1-hour lunch break). Occasionally the role will require work outside of these hours, for example evening and weekend working, and the hours may shift accordingly. Some home working can be accommodated, in agreement with the directors. Employees are required to be in school or on site at pre-agreed times, as directed by programme timelines. We always try to give as much notice of these dates, times and locations as possible.

Contract: 0.4 Fixed Term (6 months) Employed PAYE

Holiday: 23 days per annum (pro rata) plus public holidays.

Closing date: midnight Monday 30th January 2023

Interviews: Interviews for this role will take place at the studio on 6th February 2023

Start date: As soon as possible, ideally in March, but we recognise that some applicants may have notice periods.

Application process

If interested, please email info@mattandfiona.org with a CV, cover letter explaining why you are interested in the role and what makes you suitable, and a short digital portfolio of no more than 1MB. Please also

supply 2 referees, with one ideally related to work with young people. Shortlisted applicants will be invited to interview.

Diversity and Inclusion

Diversity and inclusion are at the heart of MATT+FIONA. We pro-actively seek to share our employment and volunteer opportunities institutional partners, individuals and networks who share this commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified and eligible regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, or pregnancy and maternity.

Additional general background information is available about the initiative and what we do on our website: www.mattandfiona.org

Written by: Fiona MacDonald and Matthew Springett
Date drafted: January 2023