



# Head of Programmes Candidate Brief

December 2024



## Welcome from the Founder and Chair

Dear Candidate,

Talent is everywhere but opportunity is not. Too many of the nation's leading institutions and professions still lack the diversity that is present today in the UK population. Talented young people in the state education sector do not currently have the same level of access to higher educational and career opportunities as students from the most privileged settings.

The Elephant Group is a schools-led charity working to improve social justice by widening access to highly selective universities, courses and degree apprenticeships. We do this through impact driven programmes working with schools and the wider education sector to improve student destinations post -18.

We are a small organisation that has grown rapidly in reach since our launch six years ago and we have big plans for the future. **This year we were short listed for the "Student Mobility Impact Award" and our inspiring CEO Jayne Taylor, was a finalist in the "Rising Chief Executive" category at the Third Sector Awards.**

We are now recruiting a Head of Programmes to play a pivotal role in the organisation as it grows. This is a fantastic opportunity to make your mark and join a dynamic, purpose-driven charity.

We look forward to receiving your application.

Yours sincerely,



Mr Matt Jones OBE

Chair of Trustees and founder, The Elephant Group



# The Elephant Group

We are a charity founded by head teachers, committed to creating fairer student access to top universities by collaborating with school, universities and wider partners

## The Mission - 'Top 3<sup>rd</sup> for the Top 3<sup>rd</sup>'

Today in the UK, it remains the case that access to the most selective universities is significantly determined by family income. As the Office for Students reports:

60%

of independent school pupils access high tariff universities

30%

of state school pupils access high tariff universities

5%

of 'disadvantaged' pupils access high tariff universities

The Elephant Group was formed in 2018 with the ambition to increase access to 'top third' universities for the 'top third' students from non-selective state schools.

Today, The Elephant Group is a partnership of regional school leaders, teachers, universities, industry and third sector partners united in their support for fair access.

Currently we have developed two bespoke high impact programmes:

**Elephant Access** – Our flagship programme is delivered with secondary schools through a blend of skills workshops, online seminars, visits and a summer school. We support students to aspire to, apply for and attain access top tier universities, working collaboratively with our partner universities.

**Meta Method** is our new innovative schools programme, supporting young people in their studies. Meta Method has huge potential to grow rapidly in scale and audience.



## The Opportunity

At The Elephant Group, we believe talent is everywhere, but opportunity is not. That's where we come in. We're on an urgent mission to create equitable access to top universities for talented young people from underrepresented backgrounds. As Head of Programmes, you'll be key to driving this change.

In this role, you'll lead the delivery of our transformative programmes – **Elephant Access** and **Meta Method**. Your work will directly contribute to breaking barriers, ensuring our programmes not only meet but exceed their potential. This is an opportunity to blend strategic thinking, project management, delivery and partnership building while using your analytical mindset and curiosity to continually improve outcomes.

You'll personally deliver elements of content to young people and other stakeholders, oversee the evaluation of programme impact, lead two direct reports, manage relationships with key partners and contribute to the development of strategies to promote fairer access.

Beyond programme leadership, you'll drive collaborations with industry and third-sector organisations, leveraging their expertise and resources to improve our programmes and create solutions that promote opportunity.

## Role Description

Salary:	£45,000 - £50,000 depending on experience
Contract:	Permanent (subject to a successful probation review at 3 months)
Hours:	Full-time only
Benefits:	28 days holiday plus 3 days at Christmas and bank holidays, 5% pension contribution, flexible working, training & development opportunities
Based:	Remote – a suitable home working space is expected with equipment provided. Frequent organisational travel is expected with expenses paid. (You will need to be based in or very close to one of our hubs, Greater London, Midlands or Yorkshire)
Line Manager:	CEO
Direct reports:	Programme co-ordinators
Start Date:	As soon as possible

---

## Key Responsibilities

### Programme Management

- Lead and be responsible for the delivery of The Elephant Group's programmes across all partnerships including large scale events. This will include personally delivering content to young people, presentations to stakeholders and acting as a facilitator.
- Manage relationships with external partners, ensuring excellence in all aspects of programme delivery and compliance with contractual obligations, including reporting.
- Lead monitoring and evaluation processes, working to assess programme impact and refine delivery.
- Manage programme budgets, ensuring financial accountability and providing regular updates to the CEO.

### Programme Development and Innovation

- Develop and implement strategies to enhance programme quality, reach, and impact.
- Use all forms of information provision to continually improve programmes and measure programme efficacy.
- Develop clear project plans for all programmes ensuring smooth delivery.
- Contribute to the development of new initiatives and support funding bids in collaboration with the Head of Operations and Development.

### Team Leadership and Organisational Contribution

- Line manage programme staff, providing support, development opportunities, and guidance to ensure effective delivery.
- Contribute to organisational leadership, working closely with senior colleagues to align programme delivery with broader strategic goals.
- Represent The Elephant Group at external events and speaking engagements, as well as supporting fundraising and partner activities as required.

---

## Person Specification

We are looking for a candidate with:

### Experience and Skills

- **Programme delivery expertise:** Experience in designing, managing, and evaluating impactful programmes or projects.
-

- **Project and stakeholder management:** Proven ability to manage complex projects and build enduring relationships with partners, representing The Elephant Group and our mission with integrity and passion.
- **Sector knowledge:** familiarity with higher education pathways and ideally barriers affecting students from underserved backgrounds.
- **Delivery and presentation skills:** Demonstrated ability to effectively create and deliver presentations and communicate confidently with diverse audiences, including young people, industry partners, and other stakeholders.
- **Leadership of team:** Experience in line managing and developing a high performing team, cultivating an inspiring, collaborative and impact focused environment.
- **Analytical skills:** Ability to interpret data to inform decision-making and drive programme enhancements.
- **Budget management:** Strong numerical skills and experience in managing programme budgets.
- **Communication and stakeholder management skills:** Excellent written and verbal communication skills, with experience representing organisations externally.

### Personal Attributes

- Passion and commitment to The Elephant Group's mission.
- Self-starter with a high attention to detail, initiative, and the ability to manage multiple priorities to ensure programme excellence.
- Adaptable, personable, and collaborative, with the ability to work effectively in a small, dynamic team and influence externally.
- High levels of personal drive with the ability to generate new ideas and demonstrate curiosity and flexibility in a rapidly changing environment.

### Essential Requirements

- Eligibility to work in the UK.
- Willingness to undergo a DBS check.

## Why join us?

### Great company culture

Our small, friendly team is hard working and committed to the mission of social justice. We are ambitious for the charity; we make decisions quickly and action them. We value professionalism, curiosity, innovation, speed and effective collaboration.

## **Flexibility**

This role is offered remotely with frequent travel to locations in our regions to deliver our programmes and meet with stakeholders. Typically, this will be around once or twice a week depending on the time of year.

## **Excellent package**

A competitive salary and generous leave

## **Professional development**

We support our employees to develop with formal and informal opportunities. Our fantastic Chief Executive is passionate about staff development, promoting from within and giving staff the appropriate tools and autonomy to thrive and deliver great outcomes.

---

## ***Final details***

The Elephant Group is committed to safeguarding and promoting the welfare of children and young people and will expect the post holder to share this commitment and undergo an enhanced DBS check prior to appointment.

We welcome applications from underrepresented groups across age, disability, gender, ethnicity or personal circumstances.

Please note however we are unable to sponsor visas for international applicants without the right to work in the UK.

---

## **Application Details**

Please send a CV and up to two-page covering letter

Your cover letter should include:

- a) Why you want to work for the Elephant Group? What excites you about our mission?
- b) How your skills and experiences fit our job requirements and make you a great candidate for the role.

Please send the CV and cover letter addressed to Jayne Taylor, CEO, at via our advertisement in Charityjob by the closing date.

For an informal discussion about the role, please also email us at [recruitment@theelephantgroup.org](mailto:recruitment@theelephantgroup.org) in advance of the closing date.

---