

Job description

Programme Developer

As a Programme Developer you will scope, design and test new ideas for getting children reading with a particular focus on those who need most support. You'll work on improvements to existing approaches, in partnership with colleagues and partners. And you'll work with colleagues across BookTrust to drive forwards the implementation of changes and new developments, rapidly adapting to changing priorities and new insights to ensure we increase reach and impact at pace.

This will involve horizon-scanning to identify opportunities and spot ways in which the context is changing; asking questions to improve our understanding families in greater need and their lives; scoping and articulating problems and opportunities; making evidence-based recommendations, with input from across the organization, leading to decisions about changes to BookTrust's work; designing pilots and prototypes to test new ideas and working with the research team to learn what works.

We are looking for people who enjoy coming up with innovative solutions that are implementable on the ground. You understand the importance of working with internal and external stakeholders to gain insight and are comfortable reviewing data to inform your ideas. You'll be comfortable with change, and happy taking some risks and trying new things – even if not everyone agrees with them! You'll enjoy getting out and about, working closely with the regional team and listening to what partners say. And you'll be really good at communicating – explaining your ideas as you consult widely and get buy-in, leading to decisions about changes to BookTrust's work.

Of course, you won't be working alone. You'll be part of the Design & Innovation team to collaborate with colleagues across the organization to help design a deliverable offer that comprises a coherent reading journey for children and families. You will have the benefit of specialist expertise within the organization in digital, marketing, children's books and logistics. You will be comfortable with the idea of a multi-disciplinary working towards a single set of objectives.

Working in this way you'll have the opportunity to put your ideas into practice – setting up and managing pilots and prototypes and seeing the work through to the point where it could be rolled out at scale, planning and implementing that process.

Reporting to: Senior Programme Developer or Head of Programme Design and Innovation. Depending on the field of applicants we may make more than one appointment to this role.

Key responsibilities of this post

- 1) **Design and development**
- 2) **Programme and project management and delivery**

Design and develop work to support children and families to develop a reading habit, including:

- Horizon-scanning to identify potential development and innovation opportunities using a range of research evidence, market insight and internal data;
- Engaging with external partners, organisations, experts and service users to ensure our work is supported with deep understanding of families, and the core issues that affect sharing books and stories at home;
- Analysing and articulating potential development opportunities for new and existing programmes;

- Carrying out co-design and co-production activity to generate, prototype and test a range of ideas – from new resources to support our existing workforce, to potential new tailored programmes to engage families who are not yet engaged with reading-related activities with their children;
- Demonstrating a real desire and active presence at relevant research activities to learn and build programme-design ideas through real-life observation and conversation;
- Working on multiple projects, including continuous improvements to existing programmes and pilot projects to test new ideas for reading initiatives;
- Working with and helping to lead external and internal project teams to design and develop ideas at pace;
- Lead on certain identified projects as identified by the Head of Programme Design and Innovation.
- Supporting the Senior Programme Developers and heads of department to deliver the team's pipeline of programme improvement and new development projects;
- Capturing and communicating learning and insights from development projects to build BookTrust's insight into what works to support families and improve our ability to deliver initiatives that are implementable, and result in fun reading experiences

Programme and project management and delivery

Running development projects from set-up through to lessons-learned, including:

- Project planning, including managing cross-organisational project plans for development projects, setting milestones with internal teams that reflect different phases of the design process, and connecting to relevant production and procurement timelines;
- Preparing options papers, analysis and recommendations at key points in development projects to keep key decision-makers informed about project progress, and enable swift decision-making at critical points in projects;
- Working closely with the BookTrust research team to ensure activities are underpinned by robust and proportionate monitoring and evaluation planning to ensure we continually learn as well as improve;
- Ensuring ongoing programme deployment reaches targets and delivers impact by providing clear aim, objectives and programme experience expectations to Operations, Regional Teams, Marketing, Digital etc. and partnering with the Research and Impact Team to design and execute robust evaluation and learnings of programme impact post-deployment that generates actionable insights and design improvements that can be fed back into the programme development process.
- Monitoring and reporting on the development budget expenditure;

Working Approach

As a key member of the Programme Design and Innovation Team you will be expected to be:

- **Creative** – proposing meaningful design and co-creation process and approaches that generate meaningful programme interventions for those beneficiaries who need most support and working with the wider team to develop the plan;
- **Curious** – with a thirst for seeking out ways to learn, bring outside thinking, trends and perspectives to challenge and improve programme design and innovation constantly;
- **Courageous** – confidently creating prototypes to use as stimulus to spark conversation, with a willingness to risk trying and testing different ways of working and embracing positive learning from failure;
- **Collaborative** – recognizing the importance of establishing strong, effective relationships across BookTrust and externally with partners, always seeking to ensure early, relevant engagement for the benefit of the best programme design.

General duties

- Be an active and effective member of the wider BookTrust team who is accountable, supportive and can be relied on to follow-up and take responsibility;
- Be committed to continuous personal development and maintaining current professional and specialist expertise;
- Carry out all duties in line with BookTrust policies and procedures;
- Undertake additional reasonable duties as required;
- Promote BookTrust and its vision and values in activities, both internally while carrying out duties and externally, with stakeholders and the general public.

<u>Person specification</u>		
Criteria	Essential or desirable (E or D)	Short list or interview (S or I)
Experience		
Working with multi-disciplinary and specialist teams to develop and implement improvements	E	S
Collaborating with others to identify and test solutions to a defined issue	E	S, I
Running internal and external steering groups	E	S
Working on multiple projects with competing priorities	E	S, I
Monitoring and evaluation	E	S
Writing papers and presenting recommendations to secure decisions about next steps	E	S, I
Experience of working in new product, programme, service design and development or with educational background / experience in this field. This may be through education training.	E	S, I
Experience of conducting research and co-creation with consumers / beneficiaries (including with children and families in formal or informal settings would be desirable). May be through educational training.	E	S, I
Knowledge		
Knowledge and understanding of design and innovation processes, frameworks, tools and methodologies	D	S, I
Knowledge of current government initiatives and frameworks relating to children and families	D	S, I
Skills		

<u>Person specification</u>		
Problem definition and analysis	E	S, I
Verbal communication and presentation skills	E	S, I
Strong written communication skills	E	S, I
Skills in working with data	E	S, I
IT skills, including: Microsoft Word, Excel, Powerpoint		
Attributes		
Accountable	E	S, I
Highly proactive and independent	E	S, I
Able to challenge the status quo	E	S, I
Resilient	E	S, I
Ability to work at pace	E	S, I
Qualifications		
Degree level or equivalent professional qualification	E	S

Terms and conditions

Salary: £32,000 to £34,0000

28 days holiday, plus public holidays

Pension scheme – 7% employer contribution

3 x salary life assurance

Employee Assistance Programme

Season Ticket Loan Scheme

Flexible working scheme