JOB DETAILS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Re:Green Programme Manager (RPM)</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Director of Safety, Operations and Governance</td>
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<tr>
<td>Department</td>
<td>Safeguarding, Operations and Governance</td>
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<tr>
<td>Location</td>
<td>Scotland - TBC (the RPM will be responsible for locating an office and volunteer house in Glasgow, Oban or Fort William)</td>
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<tr>
<td>Contract</td>
<td>6 months full-time, fixed-term contract (extension possible)</td>
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<tr>
<td>Salary</td>
<td>£36,914 – £38,909</td>
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JOB PURPOSE

Reporting to the Director of Safety, Operations and Governance, the Re:Green Programme Manager will oversee the safe and effective delivery of Raleigh International’s new Re:Green programme.

This is an outstanding opportunity for an exceptional candidate with significant programmatic and operational experience at management level to excel in a mission-driven organisation. We are searching for a candidate who is passionate about environmental sustainability, the empowerment of youth, and is ready for the challenge of bringing this exciting new programme to life.

JOB CONTEXT

Young people will mobilise to take urgent action to drive the green recovery & address the climate emergency.

At no other moment in history have so many young people wanted to take action on the climate emergency, and yet had so many barriers to do so.

However, with the UK leading climate negotiations at COP26 in November next year, a likely emergence from the restrictions of Covid-19, and time quickly running out to cap a 1.5°C global temperature increase, for the UK’s youth, Now Is The Moment – and this is their opportunity.

In 2021, Raleigh International will launch Re:Green - a new programme designed to increase the skills, knowledge and capacity of youth to contribute directly to addressing the climate emergency and to mobilise their generation, influence decision-makers and change behaviours which support a greener, fairer and more inclusive society. For the next year, the global spotlight will be on Scotland in the run-up to hosting COP26. At a time when young people will be front-and-centre of the Year of Climate Action, this programme enables them to spearhead major change through grassroots conservation and activism.

Links

- [Tomorrow is Too Late](#) – the research findings of a global consultation with young people
- [Now is the Moment](#) – Raleigh International’s 2020 to 2021 Bridging Strategy
- [Action Not Excuses](#) - a global youth-led environmental campaign supporting 100,000 young people to create green jobs, fight for zero waste and pollution, and reverse deforestation.

JOB DIMENSIONS

| Line management | Direct Reports (staff) | 1 |
# KEY ACCOUNTABILITIES:

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<th>Description</th>
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<td><strong>Programme &amp; Partnership Management</strong></td>
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| • Partnership building: develop existing partnerships and build new partnerships to deliver and maximise the full potential of Re:Green  
| • Partnership management: manage relationships with all partners at a senior level (including the development and administration of official MOUs and Partnership Agreements)  
| • Networking: develop the networks and connections to build the reputation of Re:Green, and identify opportunities to grow the programme (e.g. represent Raleigh International in the Alliance for Scotland’s Rainforest)  
| • Project Planning: work with partners in the development of cyclical volunteer placements that work towards meeting the project goal and outcomes.  
| • Fundraising: work with the Programmes Team and Corporate Partnerships Team in the development of fundraising proposals |
| **Programme Delivery** |
| • Deliver Re:Green within the spirit of Raleigh’s mission, vision, ethos and values maximising the development opportunities and experience for all volunteer staff and participants.  
| • Ensure delivery meets agreed standards and any contractual obligations, whether they be with individuals, donors, partners or corporates  
| • Lead on relevant contractual quality assurance and audit processes, under guidance from the Director of Safety, Operations and Governance  
| • Support the Senior Operations Officer prepare all of the relevant logistics requirements prior to the first cycle, and to locate and contract an office and volunteer house. |
| **Monitoring, Evaluation, Accountability and Learning (MEAL)** |
| • Oversight and implementation of all Re:Green MEAL  
| • Build capacity within Re:Green programme staff in order to comply with all internal and external MEAL requirements.  
| • Ensure quality monitoring and evaluation of Re:Green in coordination with the Director of Safeguarding, Operations and Governance, MEAL Manager and UK Programme Manager  
| • Use the Re:Green logical framework to create all planning and MEAL documentation for Re:Green |
| **Operations: Internal** |
| • Lead on relevant areas of organisational, office, and facility administration, under guidance of the Director of Safeguarding, Operations and Governance  
| • Lead on relevant training, support and review of internal staff policy and procedure, under guidance of the Director of Finance & Corporate Services  
| • Oversee IT management with Re:Green, as instructed by the Global Technology & Data Protection Manager  
| • Represent the Director of Safety, Operations and Governance when required |
| **Finance** |
| • Lead on planning and financial management of relevant operations budgets, including spend tracking of allocated budget lines  
| • Support staff and volunteer managers to ensure transparency, accuracy and timelines are kept, working within agreed expenditure limits  
| • Ensure all staff line reports and volunteers are fully trained in all relevant financial protocols |
**Communications**

- Work with the RI Communication Teams to agree the Re:Green Comms Plan for 2021
- Support the Project Support Coordinators to create content as required by comms plan
- Ensure that the UK Comms Team 'comms briefs' are met

**Personnel: Employed and Voluntary**

Support the Senior Operations officer (RSOO) to:

- Line manage staff and volunteers as per organisation chart, to ensure that they perform their roles to their full potential, therefore contributing to high quality and effective delivery
- Lead and support office volunteer team to ensure they are effectively cyclically integrated into Raleigh culture, values and systems, and are able to support delivery of safe, high-quality programmes
- Ensure a safe and inclusive learning and working environment is created for office volunteers, to maximise the potential of cross-cultural working and leadership development between staff and volunteers of all backgrounds and nationalities. This will include team-building, briefing, providing advice and guidance, and giving practical and moral support and supervision.
- Lead coordination of all volunteer learning and development. Maintain oversight to ensure consistently high standards of training and facilitation. Deliver specific trainings as required.

**Safety**

- Lead on safety and risk management review processes, including internal and external safety audits, e.g., BS8848:2014
- Fulfil duty management responsibilities on a rota basis for Re:Green. This involves being on call 24 hours a day when on duty.
- Fulfil safeguarding lead (proxy) responsibilities in the absence of the RSOO, in line with RI Safeguarding Policy

The Senior Operations officer will be the office Safeguarding and Safety lead, but the Programme Manager will also be part of the crisis/duty management team, and will:

- Ensure that safety standards are maintained, and Raleigh’s safety culture is communicated effectively to all relevant staff and participants in line with organisational policy
- Crisis Management – backup the RSOO with coordination of response to incidents, in liaison with SIOS team in UK office.

**PERSON SPECIFICATION**

**Essential**

- High level of experience in all aspects of programme management, including developing quality management systems and tools for effective rollout, and the ability to support others to maintain established standards
- Experience leading, managing and supporting staff teams. (Senior management and HR experience desirable)
- Proven ability to work on own initiative, manage time effectively, think clearly and produce accurate and detailed reports and data
- High level of communication skills, both written and verbal to foster partnerships and motivate others
- Proven ability to manage financial processes, have a good eye for detail, and high standards of financial accountability.
• Ability to represent Raleigh in a range of technical and non-technical forums powerfully and persuasively
• Strong people management skills
• Excellent project planning and organisational skills with the ability to prioritise and organise a heavy workload, work autonomously on own initiative
• People focused with excellent communication, facilitation and diplomatic skills, with the ability to lead by example, demonstrating high standards of accountability
• Have high levels of integrity and proven ability to make sound and balanced judgements
• Excellent interpersonal and communication skills; both written and verbal
• A good understanding and experience of sustainable development, environmental and conservation issues
• A strong background in either the youth or environmental sectors will be favourably considered
• Experience of, and confidence in, spending time and working in an outdoor environment
• Good IT literacy (Microsoft Office and databases)

Desirable

• Proven ability to deliver high quality, inclusive training and experiential learning
• Experience of working with and motivating young people from different backgrounds and ages
• Previous experience of delivering volunteer development projects of a similar scale
• Experience managing people older than yourself and/or others with specific professional experience
• Senior safeguarding experience
• Understanding and experience of managing groups and logistics in remote environments
• Clean full driving licence

Equity, Diversity & Inclusion

Raleigh International welcomes applicants from all backgrounds, and we are keen to ensure our teams reflect the diversity of the UK and the young people we work with. We are dedicated to greater diversity and inclusion within our own organisation and strive to provide equal opportunities to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications and abilities. We have a ‘fair recruitment and selection’ policy to help us ensure that our recruitment processes are conducted in a fair, non-discriminatory and legitimate manner. We encourage applications from underrepresented groups to help us deliver our exciting new strategy.

Safeguarding and Vulnerable Adults

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people’s rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Anti-Corruption Policy

It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.
Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harms the societies in which these acts are committed and prevents economic growth and development. Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.

Re:Green– Organogram (June 2021)

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Project Goal: A national movement of young people, partner organisations and communities in the UK united in action which builds a greener and fairer society

- **Outcome 1:** Increased knowledge, skills and capacity of 280 young people in how to take action which drives the green recovery and addresses the climate emergency
- **Outcome 2:** 2,800 young people engaged in action which drives the green recovery and addresses the climate emergency