UP Unlocking Potential
Young Adult Programme Director
Candidate Information Pack May 2019
When I saw what Unlocking Potential was doing, I thought that it was an amazing thing. Why not try to be a part of something amazing as well?

My overall experience of the Unlocking Potential programme has been amazing. If I had not done this, I would still be lost.

Having been on the Unlocking Potential programme, my experience of learning is different now.
Dear Candidate

I am so pleased that you are interested in Unlocking Potential and our Young Adult Programme Director opportunity.

This is a really exciting time for Unlocking Potential. Three years ago, Unlocking Potential was founded by 5 funder–board members with a shared strong vision and passion to help children and young people who are facing barriers to reroute their lives and unlock their potential. This is the overriding objective of our charity and to achieve it we have hired staff, developed our programmes and implemented a corporate infrastructure.

I am proud of our programmes and I believe that they give the children and young people with whom we work the confidence to realise their potential. The Young Adult programme is one of three programmes within Unlocking Potential and has been designed to support young people with social, emotional and mental health needs to get into work. Each young adult (aged 18–25 years) engaged in the programme will have a dedicated case worker who supports them from the moment they join us until they achieve their goals. While with us the young adult will have access to a personalised programme of mentoring, skills development and work readiness. We will work in close partnership with the young person, their family and the community to provide personalised, dynamic support.

We are currently operating the programme in Brent, North West London. We are working closely with the local authority and other partners to ensure that we can provide a high impact programme and that we have access to the young adults who most need it. It is our belief that every young adult can enjoy a fulfilling life, regardless of their social, emotional and mental health needs.

In order to achieve our bold vision for this programme we are working closely with partners who have demonstrated a proven track record in youth work, skills delivery and community transformation. We are bolstered by a highly skilled and dedicated whole–charity team, with extensive expertise from a broad variety of sectors. As the programme grows it is anticipated that we will have multiple programmes and groups being supported simultaneously. The Young Adult Programme Director will play a key role in this expansion, and in developing their growing team.

We are financially strong, have an engaged Board of Trustees and we are looking for a talented Young Adult Programme Director who is excited by the growth potential of our programmes, who shares our values and wants to make a lasting impact on disadvantaged children and young people in this country.

We look forward to receiving your application.

Very best,

Stuart Roden
Chair
About us

Unlocking Potential was created in 2015 with a mission to work within London communities to transform the life chances of children and young people who have social, emotional and mental health needs.

Our Objectives

To put children and young people at the heart of everything we do.

To give children and young people hope and to help them build the self-belief to become healthy, functioning and engaged members of their communities and wider society.

To enable children and young people to move from a position of dependence to achieving autonomy in their lives.

To enable young people to sustain employment.

Our Values

A nurturing environment
We deliver programmes of personalised support which place the child or young person at the centre of their progress.

We demonstrate humility and empathy for communities and families, understanding that needs and barriers can be complex and require multiple interventions over an extended period of time.

Transformational practice
We have extremely high expectations for all members of our communities and believe that it is possible to support all children and young people to make progress.

We develop high quality approaches which have a profound impact on wellbeing, learning and life chances.

We are committed to working with communities over an extended period of time to ensure that we can achieve our ambitious goals for the young people we work with.

Collective impact
We recognise that no single organisation or approach can tackle the complex social issues facing our society and that we must work with partners to align our efforts around shared objectives.

We work in collaboration and share a common agenda with communities, families, schools, local authorities, citizens and other charities to achieve significant and sustainable social change.

We work with our partners to gather and measure data consistently, to ensure that our impact is transformational, sustainable and value for money.
What we do

The Corner School
Our school delivers exceptional multi-disciplinary education and therapeutic support to children who have social, emotional and mental health needs. We work in close partnership with parents and families, to develop personalised, dynamic support for every child in our school community. Our model involves a commitment from parents to participate regularly in the personalised family curriculum which is agreed for each child.

The Schools Programme
The Schools Programme is a school based therapeutic service that benefits the whole school community by being available to all children and, where helpful, to parents/carers and staff. It offers consistent, comprehensive and high-quality support to children who are affected by emotional or behavioural difficulties. We have a multi-disciplinary team, including Psychotherapists and Creative Arts Therapists, Occupational and Speech and Language therapists, who provide flexible, timely and targeted interventions to improve emotional wellbeing and help children to thrive.

Young Adults Programme
We provide opportunities for young adults who are not in education, employment or training to enter the workplace and become productive, independent and self-sustaining adults.

**Personalised Learning**
Personalised learning is key for young people to gain the skills they need to be successful. Each young person that we work with is assigned a personal learning plan that is tailored to his or her specific needs, taking their academic, social, and emotional life into account.

**Work Readiness**
Gainful employment is a major part of developing independence. Our approach helps young people to develop the soft skills that employers are looking for which includes teamwork, meeting deadlines and presentation skills.

**Wellbeing**
We believe that wellbeing is a necessity, not a luxury. Our diverse team of therapeutic support workers support the wellbeing of our children and young people through therapy, key working, and social-emotional learning.
Transformation within the Community

We work with and empower members of target communities to ensure that life chances for children and young people with social, emotional and mental health needs can be transformed from within. Our approach focuses on developing our work at a local level, by focusing on a target community. We have identified Brent to pilot our community-based model. Our goal is to become deeply embedded in this community and to create a series of models which can be scaled and replicated elsewhere.

Our Team

Our Trustees

Stuart Roden  Chair
Brian Linden  Vice Chair
William de Winton  Treasurer
Jonathan Clark  Safeguarding

Thomas Bible
Jan Tallis
Simon Morris
Tatiana Amory
Chiku Bernardi
Emily Meeyoung Sun
This is an exciting opportunity for an experienced leader to support and manage a dedicated team of colleagues. You will have the opportunity to work with colleagues and partners to develop and establish services and projects which provide transformational opportunities for young adults who access our services. You will work closely with the CEO of Unlocking Potential, to develop an innovative programme of support for young adults which builds on the success of our work to date, delivered through a modular, high-impact approach within target communities. You will lead on the detailed design of our programme to meet social, emotional and mental health needs using innovative, multi-disciplinary approaches. You will work alongside others in the senior team to lead training and information-sharing on multi-faceted approaches to transforming life chances for children and young people.

We have ambitious goals and see the **Young Adult Programme Director** as a key leader in delivering our mission as a charity. You will be working with other colleagues from across the charity to develop high quality support and solutions for some of the most challenging needs which young people face. In so doing, you will work closely with thought leaders, excellent clinicians and outstanding leaders from across the sector. We have established strong collaborative partnerships with other organisations who are committed to transforming life chances of young people and their families.

**KEY ACCOUNTABILITIES:**

- Develop a robust strategy, vision and design for the delivery and future development of the programme
- Ensure that the programme maximises its effectiveness by leading the team through a Theory of Change
- Manage and lead a committed and enthusiastic multi-disciplinary team to develop personalised provision for all young people
- Build and maintain an appropriate ethos, team behaviours and working practice in line with the charity core values
- Provide strong and collaborative leadership to ensure that all colleagues can excel in their roles, looking for opportunities and providing support, to develop their skill sets
- Ensure effective, high-quality input which enables all young adults to make excellent progress and achieve their personal goals
- Embed the charity’s values across the programme and the broader charity community
- Oversee the recruitment of young adults to the programme, providing support and constructive input for new ideas and innovation on recruitment
- Develop and nurture collaborative links with key partners to develop collective impact for young adults and their families
- Develop and work with team to nurture strong and influential relationships with employers to ensure that the Young Adult programme beneficiaries have diverse pathways to consider for employment, work experience, volunteering, etc.
- Work in collaboration with colleagues and other organisations to build trust and support for our beneficiaries, who may be marginalised from mainstream opportunities
- Provide regular review and observation of the programme, the delivery, impact to ensure the quality and standard of the programme in collaboration with the team
- Embed regulatory compliance and high quality contextual safeguarding across all areas
- Be an influential and participative member of the Senior Management Team
- Deliver training and take a lead role in the delivery and facilitation of training for colleagues
- Measure impact by setting and monitoring appropriate and hard outcomes for the programme including sustainable employment
- Deliver reports and updates for the CEO and Board of Trustees other stakeholders on progress against our strategic priorities
- Keep informed and well briefed on relevant local and national developments
- Handle own administration efficiently and develop administrative systems which ensure the smooth running of Unlocking Potential

**Job title:** Young Adult Programme Director  
**Reports to:** Chief Executive  
**Location:** London  
**Salary:** c.£60,000 per annum
This is a role for someone who is passionate about the work of Unlocking Potential, and who will advocate for the charity with a broad variety of audiences. The successful candidate will have a depth of leadership experience and credibility on which to draw, in what is both a demanding role and one that is full of opportunities. The candidate will be capable of leading the programme team through the initial review phase, while developing future plans to create an exciting vision for the programme’s future. Working closely with the rest of the programme team, the Director of the Young Adult Programme is responsible for establishing high quality case working and mentoring, exceptional learning and employability opportunities and a data-driven culture.

EXPERIENCE:

- Leadership and management of teams in a similar working environment, eg. charity or Third Sector organisation
- Strong proven experience of leading and managing complex teams
- Significant experience of designing and leading programmes which provide support to young people/adults who have social, emotional and mental health needs
- Proven, demonstrable evidence of impact of transforming life chances for young people
- Varied experience of front line delivery within programmes, able to provide detailed analysis of the outcomes of the young people who have benefited from own interventions
- Proven ability to relate to, inspire, motivate and lead people from different backgrounds and communities
- Experience of setting up innovative new ways of working

KNOWLEDGE & SKILLS:

- A strong and up to date understanding of the challenges facing young adults who will benefit from our programme
- The ability to think and plan both conceptually and analytically, to ensure that short, medium and long term development plans meet the needs of all young people/adults
- An understanding of what excellence looks like in all areas of the role – educational, pastoral, financial, leadership, safeguarding, etc.
- Demonstrates relationship-building skills in order to establish effective working relationships with people across the charity
- Knowledge of current policy and practice, especially in relation to social, emotional and mental health needs
- Strong people management skills developed in all areas of performance management and leadership
- Enthusiasm for working with professional partners and other organisations to find collective solutions for our beneficiaries
KNOWLEDGE & SKILLS continued:

• Results-driven and goal-orientated, with a rigorous understanding of causal evaluation

• Excellent time management, planning and prioritisation skills

• Ability to make informed, timely decisions and sound judgement to prioritise actions

• Skilled in tracking progress on tasks and following through on executing plans

• Ability to work well as part of the executive team, as well as under own initiative

• Skilled in analysis of data to draw accurate conclusions and guide actions

QUALIFICATIONS:

• Evidence of commitment to continuous professional development

PERSONAL ATTRIBUTES:

• Complete commitment to the values, ethos and mission of the charity, and a desire to play a leading role in transforming provision for marginalised young people

• Demonstrates the vision and drive to lead the programme through its design, launch and development

• Excellent understanding of support services in relation to young people who are not in education, employment or training

• Able to work highly effectively using own initiative and with a problem-solving and solution focussed style

• Highly approachable, with the ability to forge strong relationships with a wide range of people

• A strong desire to work with colleagues at all levels of the organisation to transform the life chances of children and young people

• The energy and patience for high-frequency interactions with young people, families and colleagues

• Carries out frequent horizon-scanning and a thorough understanding of and interest in sector-wide youth work

• A genuine passion to meet social, emotional and mental health needs – coupled with an inquisitive desire to discover best practice in this area

• A clear, effective and inspirational communicator

• A sense of humour and a real passion for working with others

• An ability to model and lead with integrity at all times, demonstrating a growth mindset for all colleagues and beneficiaries
To apply for this position please provide the following two pieces of information:

- A comprehensive CV, including details of your achievements in each role and details of two referees.
- A supporting statement, explaining how you believe your skills and experience match the requirements of the role, directly addressing the criteria as outlined in the person specification.

Applications should be submitted at the following website page: [Application Link]

For an informal and confidential discussion about the role, please contact:

**Melissa Baxter** - Director of Executive Search: **07789 985229**
[melissa.baxter@russam-gms.co.uk](mailto:melissa.baxter@russam-gms.co.uk)

**Marsha Isilar-Gosling** - Executive Search Consultant: **07818 509690**
[marsha.gosling@russam-gms.co.uk](mailto:marsha.gosling@russam-gms.co.uk)

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**Timetable**

- **Closing date for applications:** Friday 28th June 2019
- **Preliminary interviews with Russam GMS:** Thursday 4th July and Friday 5th July 2019
- **First interview with Unlocking Potential (London):** Week commencing 29th July 2019
- **Final interview with Unlocking Potential (London):** Week commencing 5th August 2019