



Programme Development Manager

Salary: £28k - £34k

Hours: 37 hours per week (flexible working on negotiation)

Location: Doncaster College

Closing date: Rolling Recruitment

Start date: ASAP

Active Fusion is a South Yorkshire charity devoted to enhancing the mental health, physical wellbeing, and life prospects of children and young people. As a team, together, we make a difference to over 30,000 children and young people annually. The team are extremely passionate, joyful and always nurturing. We value the diversity and knowledge we offer as team in bringing together many different skills and experiences. We do what we do with integrity and humour and by creating a supportive environment from within our homes to our headquarter offices at The Hub in the City of Doncaster.

Active Fusion has a rare and exciting opportunity to join its ambitious charity that makes huge and positive impact to children's lives. We are looking for an experienced individual to lead our programme management. Working as part of the Senior Management team you will lead the day-to-day management of Active Fusion, ensuring efficient and effective service delivery. This role involves strategic planning, resource management, and continuous improvement to support the organisation's mission and goals.

This is an exciting opportunity to develop the charity that will enable us to help support and change more young people's lives.

Key Responsibilities:

- Oversee the strategic management of key charitable programmes.
- Engage young people and families in programme design to ensure their needs are prioritised.
- Collaborate internally and externally to ensure successful programme management and delivery.



- Develop annual work plans, budgets, and objectives in line with Active Fusion's mission and strategic goals.
- Evaluate program outcomes and assess areas for growth and improvement. Manage and coordinate operational activities across the charity including staff programming and mapping across all provision.
- Act as an ambassador for Active Fusion with stakeholders to enhance the visibility and partnership approach to our work.
- Manage, mentor, and inspire a team of development staff, coaches, and volunteers.
- Create a positive team culture that reflects the values of Active Fusion.
- Responsible for project specific budget management and resource allocation.
- Monitor and evaluate programme performance, including reporting on contracts for grant funded programmes and identifying areas for improvement.
- Lead the development and implementation of the operational plan in line with Active Fusion's Business Strategy to enhance productivity efficiency and growth.
- Use data insights to inform strategic decisions and programme development.
- Lead the development and implementation of monitoring and evaluation frameworks to support strategic reporting and decision-making.
- Ensure compliance with health and safety regulations, GDPR and safeguarding responsibilities and organisational policies.
- Lead programme risk management and reporting.
- Prepare and present operational reports to senior leadership and the Board of Trustees.
- Support Senior Leadership team with any other areas deemed necessary for the successful running of the charity.

Experience and Qualifications

- Proven experience in programme management, preferably in the non-profit and/or education, sport sector.
- Strong leadership and team management skills.
- Excellent organisational and problem-solving abilities.



- Strong communication and interpersonal skills.
- Ability to work under pressure and manage multiple priorities.

The successful candidate will demonstrate:

- Excellent work ethic and attention to detail.
- Superb time management.
- Adaptability.
- A positive attitude to work and be a role model within communities.
- A willingness to work as a team but also individually.
- An appetite to learn and develop personally and professionally.
- All the Active Fusion values in the way that they work and live.
- Be able to travel independently to various location across South Yorkshire

Successful applicants will be offered a contract subject to:

- A clear enhanced DBS Check
- Two satisfactory references
- A full driving license and having primary access to a vehicle (as travel between venues is required)

Apply now

Please send a completed copy of your application form along with a CV to recruitment@activefusion.org.uk Application forms can be downloaded from our website.

Further Information

If you would like to know more information about the role then please email your query to recruitment@activefusion.org.uk