

## Programme Lead

**Location:** London, with some travel to the Midlands

**Application deadline:** Rolling

3Pillars Project is seeking a dedicated and dynamic Programme Lead to join our expanding London team. In this pivotal role, you will oversee the delivery of our impactful in-custody and community programmes across the London area. You will be responsible for coordinating and leading these initiatives, fostering meaningful relationships with our beneficiaries, and maintaining strong partnerships with our contractual stakeholders.

### Background

**Our purpose** We enable people in the criminal justice system to find hope, opportunity, and community.

**Our mission** We are on a mission to develop the most effective sports-based mentoring programme for individuals in custody and post-release.

Through the power of sport, particularly rugby, we empower people to thrive beyond prison by building resilience, self-discipline, and a sense of belonging. We believe that everyone deserves the chance to rebuild their lives, and we are dedicated to providing the tools, support, and encouragement to do this.

### Our Values

- **Each of us are unique;** Each person we meet has lived a different life and has a different set of opportunities before them.
- **Respect;** We have to respect everyone we meet for them to respect us.
- **Courage;** Changing our lives means taking a risk which requires courage.
- **Determination;** Making change stick is hard work and takes determination.
- **Truth;** Only I can change my life. No one else can do it for me and I can't do it for them.

### PRIMARY RESPONSIBILITIES & DUTIES

- Lead on delivering in collaboration with our key delivery partners all programmes in London; in custody delivery as well as community based apprenticeship programmes for individuals on ROTL.

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THE WILL TO SUCCEED

- Drive the recruitment of participants on to the programmes, course handbooks, drive up levels of engagement, and build tangible exit routes for participants (eg. employment or training)
- To build networks, partnerships and organisational contacts in the field of employment and sport for development to build collaborative opportunities for 3PP.
- Manage and coordinate our tried and tested models as well as adding to programme design and scoping out opportunities that can be implemented into the programme.
- Ensure programme participants have a great experience, develop their employability and 'soft' skillset, and support them in building a life away from criminality.
- Work with our PHD placement to develop and implement the monitoring and evaluation of the programmes to evidence relevant impact.
- Ensure plans are delivered to target, on time and to budget, adapting plans as needed and with necessary approvals.
- To ensure that accurate records are kept on our database with regard to all programmes.
- To lead on assessment and management of risk on the programme and ensure adherence to relevant legislation.
- Ensure the preparation and timely submission of reports on progress on objectives and targets relating to the programme.
- Support on the formation of regular case studies and other story telling necessities.

## **SECONDARY RESPONSIBILITIES & DUTIES**

- Contribute to fundraising and stewardship, with particular attention to corporate partnerships that add value to the participants directly through work experience and insight.
- Produce marketing collateral and project literature in line with programme requirements i.e. newsletters.
- To participate in training relevant to the post, as agreed with the CEO.

## **Qualities and Attitude**

- Thrive in a dynamic, fast-paced environment, and demonstrate flexibility to work across various areas of the charity.
- Exhibit strong project management skills, driving initiatives forward effectively while working collaboratively within a team.

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THE WILL TO SUCCEED

- Maintain a positive, proactive approach to challenges, demonstrating resilience and problem-solving skills.
- Embody and uphold 3Pillars Project values at all times, serving as an excellent role model for the men we work with.
- Be energised by innovation and change, adapting to the evolving needs of the organisation.
- Communicate clearly and effectively with colleagues across the team.

## **What sort of previous experience are we looking for?**

- Proven track record of successful programme delivery.
- Experience in a coaching or mentorship role, with a focus on enabling individuals rather than taking actions on their behalf.
- Experience working with individuals in prison or other comparable groups.
- Proficiency in IT systems, including MS Excel, MS Word, Canva, and secure cloud storage platforms.

## **Terms and Conditions:**

- Wage: Competitive (£39,000 to £44,000 depending on experience)
- Hours: 37.5 per week
- Contract: Permanent (6-month probation)
- Location: Black Prince Trust, Vauxhall, with regular travel to custody settings across the South East and the Midlands region and occasional travel to our office in Nottingham.
- Culture & Benefits: Birthday Off, Ongoing professional development opportunities, Pension scheme, Progression pathways, 25 days Holiday plus Bank Holidays.
- Start Date: TBC (Flexible for the right candidate)

*We actively support the recruitment of and employ people who have been in custody. We will not discriminate on the basis of a criminal record, but given the nature of our work, applicants must be able to work with children, demonstrated by an Enhanced DBS check. Applicants should also be able to gain prison service clearance in order to enter prisons. This may be delayed if the applicant has served a custodial or suspended sentence.*

This is not an exhaustive list of all duties and will be subject to ongoing review.

**HOW TO APPLY**

2 pages max on:

1. Why you are interested in working for 3Pillars?
2. Choose 3 of the responsibilities which you have most experience in and describe that experience.
3. Choose 1 responsibility which you have least experience in and describe how you would tackle it.
4. Describe how your qualities and attitudes reflect those on the specification.

*Please send to [gen@3pillarsproject.com](mailto:gen@3pillarsproject.com)*