

Programme Development Manager (Discovery & Co-Design)

November 2025



Thank you for your interest in Right to Succeed. We are excited to be recruiting a Programme Development Manager (Discovery & Co-Design) based in the West Midlands to build on the great work the charity is doing and to help us achieve even more.

Right to Succeed supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.

Our Journey

Launched in 2015, Right to Succeed is a charity that supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.

Our role is to support communities to collectively define and deliver the change they need and want for their children, young people and families, and we now serve over 50,000 children and young people across 10 communities all in the bottom 5% of the indices of multiple deprivation.

We're very proud of what these communities are achieving with our support, with major impacts across education, children's social care, post-16 destinations and engagement in wider activities across our communities. A recent evaluation by the University of Manchester has described one of our most established projects as "a potential template for community transformation nationally".

We are growing quickly, and expect that to continue for the next few years as place-based change becomes a national focus. Now is an inspiring time to join Right to Succeed and help us transform outcomes for children. We are keen to encourage applications from those with lived experience of overcoming one or more of the issues our programmes seek to address, as we understand the extra value that this brings to understanding our programmes.

We look forward to meeting you.

Yours sincerely,



Graeme Duncan, Chief Executive



Job Details

Title:	Programme Development Manager (Discovery & Co-Design)
Reports to:	Senior Programme Design Manager
Direct Reports:	None
Key Relationships:	DDP (Data, Design & Partnerships) colleagues, local Programme delivery teams, Fundraising, Finance and Comms teams
Contract type:	12 Month Fixed-Term Contract
Hours:	37.5 hours per week Monday- Friday (Part time 4 days per week 30 hrs considered)
Location:	Based in the West Midlands. Regular travel to our programmes in the West Midlands area, with occasional travel to the North West and other programmes areas.
Salary:	Grade 2 £40,736 - £44,056 FTE salary, (5% employer pension contribution, Mediacash and group life assurance, 27 days annual leave per annum for FTE plus bank holidays)

Role Summary

We are seeking a proactive self starter with excellent organisational and communication skills to join on an initial 12-month fixed term contract. Reporting to the Senior Programme Design Manager, the Programme Development Manager will take a leading role in embedding our Discovery process into developing programmes in the West Midlands region. Through Discovery, we bring together residents, professionals and decision makers to co-design a programme that is bespoke to the needs of the local community. Working closely with local teams and stakeholders, you will utilise our Discovery framework to support the development of new programmes, using learning & insight gained to enhance our approach to developing programmes that improve the life chances of children and young people.

Key Objectives of this role include;

- Collaborate with local programme teams and stakeholders, utilising our Discovery frameworks to carry out our Discovery process and develop new programmes in the West Midlands region
- Lead on embedding and updating Right to Succeed's Pre-Discovery & Discovery processes
- Embed best practice and approaches into other programmes in Pre-Discovery & Discovery
- Lead on collating and sharing insight gained from local programmes to develop our frameworks, policies, processes and tools

Key Responsibilities

Embed Discovery processes into developing Programmes across the West Midlands region

- Provide expert guidance and support to local Programme teams and stakeholders on areas such as community consultation, research methods, asset mapping, stakeholder engagement, co-production methods and theory of change / programme development to create a common agenda
- Utilise the Discovery framework to develop programmes to enhance the life chances of children & young people within our areas, embedding place-based change principles
- Lead on providing expertise and support on our approach to Discovery, drawing learning from active processes and programmes to further support future Discovery programmes across Right to Succeed
- Ensure that local community voice is embedded into the Discovery process
- Coordinate and mobilise core functions, such as Data, Partnerships, Fundraising, Finance & Communications, to support the development of insight for new programmes in line with our Discovery framework
- Support completion of the Discovery report for dissemination internally and externally
- Support the induction of incoming Programme team members, sharing local insight and context
- Support Programme teams with Pre-Discovery / Discovery activities as required

Support the development of internal policies, processes and tools

- Build knowledge of themes and places to support development both locally and for our wider networks of communities to support future activity within and outside the West Midlands area
- Lead on utilising learning from our programmes in Discovery to enhance our processes, policies and tools across Right to Succeed
- Embed learning from other programmes to enhance our approach to Discovery
- Develop our understanding of local, regional and national policies in place to support our understanding of those that may impact our work locally and across other areas
- Support the development of a research & evidence base to enhance our central knowledge of thematic areas of focus aligned to themes included within the Indices of Multiple Deprivation.

Please note that the critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business needs.

Person Specification

Experience required (essential)

- Collaborating with local teams and stakeholders to develop and implement new programmes, particularly utilising established frameworks
- Managing multiple project actions with conflicting deadlines
- Collating and sharing insights from local programmes to refine organisational policies, processes, and tools.
- Experience coordinating various internal functions to support programme development

- Experience in building knowledge of thematic areas, understanding local/regional/national policies, and developing a research/evidence base
- Experience of conducting community consultation
- Building effective, mutually beneficial relationships
- Experience of working within the charity sector, preferably on outcomes related to children & young people
- Excellent written and verbal communication with internal and external stakeholders
- Designing structured funded projects, including the development of programme budgets, delivery plans and measurement frameworks

Experience required (desirable)

- Experience of impactful programme design, innovation, quality assurance and measurement aligned to organisational goals
- Experience of place-based change initiatives
- Experience delivering and managing complex programmes

Skills & Personal Qualities (essential)

- Strong ability to collaborate effectively with diverse teams and stakeholders
- Excellent communication skills to provide expert guidance and support
- Ability to coordinate multiple functions and activities efficiently
- Capacity to utilise insight to enhance approaches and develop frameworks
- Ability to take initiative in embedding change management processes and supporting programme teams
- Skills in identifying and addressing challenges in programme development and implementation
- Ability to adapt to evolving programme needs and policy changes.
- Strong organisational skills with the ability to prioritise tasks without close supervision
- Ability to utilise data & insight to identify key learnings and potential opportunities
- Ability to work independently and as part of a team working on a larger project ensuring deliverables are completed on time and of the desired level of quality
- Attention to detail and ability to develop and implement quality assurance processes
- Proactive in approach, thinks ahead and takes initiative
- Adaptive to changing deadlines and challenges as they arise
- Ability to think creatively and problem solve; strong critical reasoning skills
- Ability to initiate and foster collaborative relationships with other teams in a growing organisation
- Commitment to RtS values and our mission for children and young people
- Line management, mentoring or coaching experience
- Unwavering determination to continuously improve and develop our work to ensure that children, young people and families have the best possible opportunity to overcome complex and cumulative disadvantage barriers

Key Behaviours for the role:

Our Values	Key Competency 1	Key Competency 2
Commitment	<i>Can be relied upon to work within agreed timelines and to a high standard</i>	<i>Work as part of a team committed to delivering a mission</i>
Integrity	<i>Uphold principles and values</i>	<i>Following through on responsibilities</i>
Humility	<i>Approach our work with professional curiosity</i>	<i>Demonstrate learning and the application of your learning</i>
Collaboration	<i>Building effective relationships</i>	<i>Influence and negotiate the conditions to create impact</i>
Curiosity	<i>Willingness to positively question operating norms</i>	<i>Passion for identifying and trialling innovative solutions</i>

Equal Opportunities

Right to Succeed is an Equal Opportunities Employer and is committed to ensuring no candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation.

Diversity and Inclusion is critical to our success and we actively seek to recruit, develop and retain talented people from a diverse candidate pool.

We particularly encourage applications from those candidates with lived experience of the issues our programmes seek to address as we recognise the value this adds to the delivery of our services.

As a Disability Confident employer we would encourage any applicants who need assistance or alternative versions of our recruitment pack to get in touch so that we can help.

We're proud to be an organisation that is aligned to the 'happy to talk flexible working' campaign and will positively consider all applicants who wish to discuss flexible working arrangements.



Background checks

Due to the nature of the role and the work Right to Succeed carries out we will ask the successful candidate to complete an Enhanced DBS check and any offer of employment will be subject to this background check, along with references from previous employers and checks on their right to work in the UK.

As an equal opportunity employer Right to Succeed does not discriminate against those with criminal records and any information disclosed on the background check will only be considered against the risk that could be posed to our staff members or the recipients of our work, and we comply in principle with the DBS Code of Practice.

How to Apply

To apply for this position, please submit a CV and a supporting statement including your motivation for applying and how you meet the criteria for the role to recruit@righttosucceed.org.uk by **9:00am on Wednesday 3rd December 2025**.

Your supporting statement must not exceed two pages and should cover your motivation for applying for the role and how your skills and experience meet the criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills that will be necessary for the role.

Unfortunately, we can't consider any candidates who do not submit a supporting statement.

Right to Succeed reserves the right to close this vacancy earlier without prior notice. This decision may be made for various reasons, including but not limited to changes in business needs or the identification of a suitable candidate. Candidates are advised to apply as early as possible.

If you need any advice or guidance on the application process, please contact recruit@righttosucceed.org.uk

Timetable

Applications invited by **9:00am on Wednesday 3rd December 2025**

First Stage Interviews: Monday 8th December 2025

Second Stage Interviews: Tuesday 16th December 2025

These dates may be subject to change.

Queries

For queries about the role or, for additional information, please contact: recruit@righttosucceed.org.uk