



ADVOCACY ACADEMY

Head of Programmes (CMDP)-Maternity Cover

Information For Prospective Applicants

CONTACT FOR ENQUIRIES

recruitment@theadvocacyacademy.com

SUMMARY

Position Title: Head of Programmes (CMDP) Mat-Cover

Level: Level 6

Salary: £40,000 - 46,000 (FTE yearly)

Reports to: Director of Programmes and Partnerships

Location: Liberation centre Brixton, London (New office in Brixton)/ Remote working within the UK with at least 2 days' work from our office (Pro rata for part time)

Contract: Fulltime (40hrs/weekly), **fixed-term maternity cover contract for 1 year** with potential for Part time (e.g., 32hrs/weekly) extension subject to funding.

Hours: TAA has flexible working hours, with some expected evenings (e.g., one 9pm finish once every two weeks) and weekends due to the nature of the role. All extra hours are reimbursed as Time off in Lieu (TOIL).

Start date: As soon as possible (potentially June with consideration for notice period)

Benefits: TAA laptop and phone, (employee assistance and health cash package including staff supervision, counselling, dental, optical care and more.).

The Advocacy Academy is an activist youth movement. We serve as the political home for grassroots youth organising and the catalyst for collective action. The lives of the young people we work alongside have been directly shaped by living in an unjust world, and we exist to turn their anger into action.

Young people are often the catalysts for major social change, from the Student Non-violent Coordinating Committee at the heart of the Civil Rights Movement, to the Soweto Uprising mobilising young people to resist the apartheid regime's education policies, to the Sunrise Movement redrawing the electoral map across America, and more recently encampments and protests across the world protesting the genocide in Palestine. **How successfully they achieve real and lasting change depends on whether they are organised and whether they have the right strategy and tactics to be effective.**

We are looking for a Head of Programmes who believes in this vision and is capable of building the leadership of young people that enables them to turn the resources they have into the power they need to make the change they want. It will be your job to help grow the Changemaker Development programme, train and organise Changemakers, create magic and spark the hope for something more! If this excites you, then please apply.

Before you skim the job description, **please remember you don't have to tick all the boxes for each role to apply.**

Charity experience is not a requirement! We all experience a bit of imposter syndrome, including the staff here at The Advocacy Academy. Let's name it for what it is - a manifestation of the oppression many of us face on a day to day. If this role pulls you and you believe you could make a difference, then apply anyway or reach out to us to discuss more!

AREAS OF RESPONSIBILITY

1. **You will be responsible for the Changemaker Development Programme (CMDP)** including but limited to:
 - A. Working with the Associate Director of Programmes and Associate Director of Partnerships to coordinate programmes planning and delivery timelines for CMDP.
 - B. Managing cross programmatic projects to standardise processes and practices in the Programmes Department
 - C. Designing and developing the recruitment process for Alumni to join the CMDP and create a targeted recruitment strategy to grow the Alumni Changemaker pool
 - D. Managing the monitoring and evaluation of the programme including quantitative and qualitative data, and facilitate the process of ongoing learning being integrated into the programme

- E. Working with Programmes Leadership Team to coordinate and deliver a holistic safeguarding, wellbeing and pastoral care strategy across TAA's work with young people
- F. Responsible for holding the CMDP budget and ensuring that it is managed and spent in accordance with TAA expenses procedure e.g. signing off expenses up to £1,000 expenditure and escalating to Director of Programmes and Partnerships for amounts exceeding this.

2. You will be accountable for the learning design and delivery to include but not limited:

- A. Leading the design of the CMDP curriculum to agreed TAA standards engaging key stakeholders, e.g. alumni, programmes team, external partners
- B. Supporting Alumni Changemakers to design, deliver and facilitate social justice workshops in line with established pedagogical approaches at TAA.
- C. Leading the development of learning journeys for Alumni Changemakers.
- D. Working during school holidays for camps, and in the evenings to accommodate school hours, which may include regular evening work and unsocial hours during programme delivery.

3. You will be the port of call for the Changemakers and Community Organisers who will help run the programme, and a regular and trusted individual whom the young people know and can connect with. To include but not limited to:

- A. You will support the Changemakers in co-creating this space with young people in the community and helping them identify ways to bring participants along into the membership.
- B. You will be managing the Changemakers who are delivering the programme - and updating both the Community Director and Director of Programmes and Partnerships on their progress and development.
- C. You will hold the budget for the programme - keeping track of expenses and thinking through ways to keep costs down.
- D. You will ensure that you provide accurate and timely financial information to the budget lead for your work and to the Finance, HR & Operations team
- E. You will be responsible for holding relationships with Alumni Changemakers and holding the relational culture of the CMDP to ensure we have a brilliant atmosphere for learning, nurturing and growth for Alumni Changemakers, including but not limited to:
- F. Taking responsibility for the pastoral care of Alumni Changemakers on placement including building the pastoral care approach with the Programmes Leadership Team.
- G. Taking responsibility for building and nurturing key relationships with fellow social justice activists, organisers and educators in the sector who can support, challenge and inspire our Alumni Changemakers.
- H. Representing TAA at any applicable events, in the press and in activist circles
- I. Building and nurturing relationships with alumni/members.

4. You will be accountable for the learning design and development of the Leadership Development Framework.

To include but not limited to:

- A. Designing and developing a cohesive, high-quality curriculum aligned to TAA's strategic goals and organisational values
- B. Establishing and embedding a clear pedagogical approach that underpins all delivery and supports effective facilitation
- C. Creating structured learning journeys that support the progression and development of young people as leaders
- D. Developing and maintaining facilitator guides, resources and tools to ensure consistency and quality across delivery

- E. Working with staff and members to ensure curriculum and pedagogy are effectively understood and implemented
- F. Reviewing delivery, gathering feedback and insights from members, and iterating on the curriculum and approach to continuously improve quality and impact

5. You will ensure that your programmatic activities are managed as well-oiled machines through pulling in the right people at the right time and ensuring that key milestones are met:

- A. Responsible for ensuring effective departmental administration including delegating key administrative tasks to relevant staff
- B. You will be working with the Director of Programme and Partnerships, Director of Community, the Safeguarding and Wellbeing Team and others to think about the safety, safeguarding, and wellbeing needs of the young people participating in the programme and beyond.
 - I. You will ensure safeguarding and Health and Safety standards are met across the programmes team and other critical policies and practices within the organisation, working proactively with relevant leads to understand requirements and operationalise effectively
 - II. You will contribute towards risk management standards and ensure Health and Safety standards are met across programmatic and community team
 - III. You will be responsible for managing and overseeing a suite of behind-the-scenes systems, databases and resources which comply with UKGDPR, safeguarding and other legal requirements.
- C. You will be responsible for overseeing the logistics of the CMDP including the organisation and coordination of venues, food, travel, staff and risk assessments, individual care plans etc.
- D. Work closely with the development team to align work with fundraising targets and support them in identifying and securing appropriate fundraising opportunities
- E. You will be committed to learning, monitoring outcomes, and holding us accountable to ourselves, our communities, funders, allies and donors. This includes shaping thoughtful MEAL practices and developing systems that go beyond compliance, enabling genuine learning and innovation while respecting the integrity and privacy of the young people in the programme.

6. Culture, values and wider strategy and mission. Provide senior accountability within your remit for ensuring the delivery of our strategic objectives by embedding our vision, mission, strategy, ideology and cultural values across your area and the wider organisation. Play a central role in shaping organisational direction and leading cross-departmental priorities and initiatives. To include but not limited to:

- A. Embodying and championing our commitment to social and economic justice, ensuring this is consistently reflected in organisational strategy, decision-making, delivery and partnerships
- B. Acting as a champion of organisational culture and values, setting the standard across teams and holding others to account in upholding these in practice
- C. Leading on identifying and driving opportunities that strengthen organisational impact, working closely with your senior leadership, including the Director of Finance, HR and Ops, and contributing to high-level strategic direction
- D. Holding ultimate responsibility for identifying, assessing and addressing risks to our integrity, authenticity and alignment with our ideology and culture, taking decisive and timely action within your area of responsibility
- E. Enabling and leading effective cross-departmental collaboration within your remit, ensuring teams are aligned, appropriately resourced and working cohesively towards shared goals
- F. Shaping and modelling a culture of openness, care and accountability, contributing to organisational wellbeing approaches and supporting leaders across the organisation to do the same
- G. Taking ownership of your continued leadership development, while also actively supporting the development of others and building leadership capacity within your area
- H. Taking responsibility for communicating your own wellbeing and needs and providing feedback on TAA wellbeing initiatives to your line manager, and contribute to living the TAA transformative culture

7. Governance and Compliance

- A. Provide strategic leadership on governance and risk management within your portfolio, working in close partnership with the Finance, HR and Operations team.
- B. Lead and hold accountability for risk identification, analysis and mitigation, ensuring risks to strategic objectives are anticipated, escalated and managed effectively
- C. Maintain oversight of risk across your area, ensuring robust systems, controls and practices are in place and consistently applied
- D. Ensure strong organisational compliance with TAA policies and practices, taking responsibility for their effective implementation, continuous improvement and alignment with wider organisational standards
- E. You will support Campaigns and Community Departments by ensuring that the operations, structures, processes, and practices within CMDP and Open Access align with and support TAA's campaigning and organising goals, activating new allies' goals, and community goals

A BIT ABOUT YOU

- You are passionate about, and committed to, creating a **more fair, just and equal world**.
- **You believe in the potential of young people** to challenge the status quo and are dedicated to helping them become more powerful citizens.
- You have a deep understanding of, and a personal connection to, issues of social justice. **You are attuned to how injustice affects young people and marginalised communities**, and are well-informed on the key challenges they face, and are committed to driving meaningful change.
- You'll be **comfortable managing a "to-do" list of competing priorities** and balancing your workload to meet competing deadlines.
- You're a **sensitive and thoughtful relationship-builder** who is interested in building a network of relationships to support the Advocacy Academy's work. You're a great listener, and remember people's names, faces, and stories.
- You're a **confident written and verbal communicator**, who is comfortable with tailoring communication to reach a diverse range of audiences and stakeholders.
- You're proactive, organised, and eager to learn, whether that's chatting with potential funders, researching new opportunities or collaborating with teammates.

IDEAL SKILLS & EXPERIENCE

- At least 5 years of experience in programmes delivery on issues of social justice working with young people and/or
- At least 5 years of experience in supporting others to grow in confidence and capability to develop and deliver organising or campaign efforts, including leading and managing groups such as mentors, interns and young people
- Detail oriented
- Strong written and verbal communication skills
- Experience in identifying challenges within programmes and using insight, feedback and data to iterate and continuously improve delivery

- Detail oriented
- Strong written and verbal communication skills
- Experience working with different audiences or types of stakeholders
- Strong project management and experience working collaboratively across teams both in person and online
- Excellent organisational skills with confidence managing multiple tasks at the same time/ balancing multiple priorities to meet deadlines
- Experience with our existing systems e.g., Gmail/ Google Doc/ Google Sheets/ Canva/ Slack
- Confidence working in a fast-paced environment

This is an outline of the responsibilities and duties of the Head of Programmes role; it is not intended as an exhaustive list and may change from time to time to meet the changing needs of the Liberation Centre and our young people. Any changes will be made in consultation with the post holder.

HOW TO APPLY

Candidates will be asked to **provide a CV and a Cover Letter OR a supporting video application addressing the following questions** (no more than 1000 words or 10 minutes for all questions).

- Tell us about a social justice issue that makes you angry and why it matters to you?
- Our Head of Programmes will train Changemakers (young people) to become confident leaders and organisers. Tell us about a training programme you were part of, what it achieved, what it didn't, your role in that effort and any reflections you have about being part of it?
- Our Head of Programmes will support people to act on their developing political interests. Tell us about a time when you helped someone learn and develop their capacity to make change in the world?
- Include anything else you would like us to know as we consider your candidacy for the Head of Programmes role.
- Apply [Here](#)

In addition, please also provide information on your notice period and your availability for interview. You may also **attach any other content** that would be relevant for us to have in order to showcase interest and experience. The content can come in any form of media, including but not limited to - a mind map of ideas, a timeline or portfolio of your work, life or experiences; a recording; a Powerpoint or other form of presentation; a song, article, poem or other writing samples.

DATES

- **Closing Date:** The deadline for applications **25th May 2026 by 10am.**
- **Task:** If shortlisted you may be required to complete a brief facilitation activity with young people around organising or campaigns.
- **First Round of Interviews:** will be scheduled for **29th May 2026** (Dates are subject to change).
- **Second Round of Interviews:** will be scheduled for **w/c 08 June 2026** (Dates are subject to change).

Please be aware that we will be interviewing as we receive applications. The application date might be brought forward if we find the right person.

ONLINE OPEN HOUSE

We will not be hosting an online open house for this role. However, if you have any questions about the role or are interested in hearing more about what The Advocacy Academy is about, we are happy to do 15-20mins exploratory phone call.

Contact recruitment@theadvocacyacademy.com to indicate your interest for this.

A NOTE ON USING AI TOOLS IN YOUR APPLICATION

We understand that AI tools like ChatGPT can be helpful when preparing an application, and you're welcome to use them as a support.

However, we're most interested in hearing directly from you. Please ensure your application reflects your own voice, experiences, and perspective.

We value the unique insights, lived experiences, and ways of thinking that each candidate brings. These are what help us understand who you are and what you would bring to the role, and they are an important part of how we assess applications.

If you require any adjustments or support during the application process, please don't hesitate to let us know. We're committed to making our recruitment process as accessible and inclusive as possible.

NOTHING ABOUT US WITHOUT US

We aim to be representative of the community we are working with. We encourage applications from people of colour, those who identify as LGBTQIA, working class as well as disabled people, those living with mental health conditions, refugees and migrants. We welcome people from all identities who are made to feel marginalised.

We're not just committed to being an equal opportunity employer, we actively celebrate diversity in all its forms. Let us know if we can do anything to make the application or interview process more accessible. If you are invited to interview, we will at that point ask you for any accessibility requirements or preferences.

As an employer we make all reasonable adjustments to support employees in their work if they are disabled or have a health condition. We support the [Access to Work](#) scheme which could provide you with financial support to get the help you need to do all tasks successfully. We are happy to facilitate Access to Work assessments and reclaims and would actively welcome applicants who would need this in order to do the job.

All staff who work on our programme must have, prior to starting work, a returned satisfactory **enhanced Disclosure and Barring Service (DBS)** dated no earlier than 1st January 2021. The Advocacy Academy will assist the application for, and pay for the processing of, a new DBS for staff members where required.

We welcome applications from people with **convictions**. Please disclose in your application if you have any convictions, cautions, reprimands or final warnings that are not "protected" (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)). **We consider each person on their own merits, taking into account all the circumstances.**