

## Job Description – Primary Programme Manager (term time only)

<b>Reporting to:</b>	Chief Executive
<b>Location:</b>	Primary schools around the Isle of Man and if not in school you will be based in the JA office, Mount Havelock, Douglas
<b>Start date:</b>	September 2025
<b>Hours:</b>	<p>Part time term-time only 2 days per week (14 hours) between the hours of 8.30am – 3.30pm. These days are usually Wednesday and Thursday and on rare occasions, you may be asked to work another day in the week.</p> <p>Your contracted hours are 350 per year.</p> <p>38 days in primary schools 5 staff meeting/office days 8/10 days in secondary schools</p>
<b>Salary:</b>	<p>Your contract will be for <b>350 hours</b> spread over the terms. Hourly rate is £16.48 per hour (£30,000 FTE) plus pro rata holiday pay and bank holiday pay</p>
<b>Benefits:</b>	<p>Parking space when in the office Generous petrol allowance FTE: 25 days holiday + 10 days bank holiday Quarterly team event/meal The chance to participate in JA fundraising events i.e. charity trek Full support and training provided Excellent working environment</p>
<b>Transport:</b>	You will be required to travel round the island therefore a clean driving licence and use of a car is essential

### Important information

If selected for interview, you are required to be available week commencing 26<sup>th</sup> June and second interviews will be held on Thursday 10<sup>th</sup> July.

### How to apply

**Closing Date:** Friday 14<sup>th</sup> June

**To Apply:** Email Sue Cook (CEO) at [suecook@jaiom.im](mailto:suecook@jaiom.im) with your CV, notice period, and current salary, explaining why you are a great fit for the role. Please note that applications will not be considered without a covering letter.

For more detailed information on the work of our charity visit [www.jaiom.im](http://www.jaiom.im)

## Overview of the role

Junior Achievement is a Manx registered charity that each year supports 5,500 young people in education to develop skills for the workplace.

We are looking for a special person to join our small team to work alongside the other Programme Managers to assist with the delivery of our range of programmes in the Island's primary schools.

Your role will be to work in the classroom with Year 6 students (10 – 11 year olds) where you will lead groups of students through the Junior Achievement programme 'Our World'.

You will work alongside a Primary Programme Manager and must be confident enough to stand up in the classroom and deliver the programme.

In this role you will be the face of Junior Achievement and will be liaising with schools, businesses and volunteers. The ideal candidate will be confident enough to work with young children and some classroom experience would be an advantage.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal record check is required for this post.

### Hours of work

Hours of work: You will working in school from 8.30am – 3.30pm

You will be working in every primary school in the Isle of Man. This will mean extensive travel. Applicants must be able to reach any school on the Island by no later than 8.50am regardless of its location in order to set the class up for the day.

Whilst the programmes are scheduled at least four weeks in advance, you must be able to work any Wednesday or Thursday during term time on request.

## Responsibilities

### Programme Delivery

- Foster the growth and development of young people through participation in Junior Achievement programmes
- Encourage inclusive learning for all students
- Lead Junior Achievement programmes in the classroom
- Ensure that schools are satisfied with the service being provided by Junior Achievement
- Collate programme feedback from students, volunteers and teachers
- Become an expert in Junior Achievement programmes

## **Volunteer Management**

- Looking after volunteers who may be assisting with the programme
- Providing guidance and support
- Training volunteers to deliver Junior Achievement Programmes
- Act as a point of contact for volunteers
- Keep volunteers motivated by ensuring they stay informed and appreciated
- Volunteer health and safety

## **Administration**

- Keep accurate records of all Junior Achievement activities
- Maintain a calendar of activities and keep other staff informed
- Put together packs of materials and make up boxes for schools
- Transport students materials to schools

## **Other duties**

- Act as a spokesperson to help play a part in building the charity's profile
- Willingness to attend Junior Achievement fundraising events outside of normal hours
- Keeping your work area tidy and help with cleaning the office
- To undertake any other reasonable duty as required
- The above description is not exhaustive and will be reviewed from time to time

## **Person Specification**

### **Essential experience and abilities**

- Must believe in the core values of Junior Achievement
- Excellent interpersonal, administration, organisational, report writing and presentation skills.
- Strong communication, negotiation and team working skills.
- Ability to deliver programmes to a high standard to large audiences and varying age groups of young people.
- Experience of maintaining systems and processes.
- This post requires a clear communicator, both verbal and written
- You will be confident, articulate and persuasive
- Manage multiple tasks while meeting deadlines in a busy environment
- You will need to be a highly motivated individual with excellent follow up skills with the ability to overcome objections in the pursuit of success
- Excellent one on one interpersonal skills, with the ability to foster confidence, trust and listen sensitively and respond
- Able to work with minimal day to day supervision
- Demonstrate a positive attitude, self-motivation, and resourcefulness
- Must possess a clean driving licence and your own vehicle
- You must be an Island resident
- Ability to stand for extended periods and carry materials as required for events and programmes

**Desirable**

- Experience of working with young people including understanding their varying needs and abilities.
- Previous teaching or training experience a distinct advantage or alternatively volunteering for Junior Achievement
- Manx worker status

Junior Achievement Isle of Man - Manx registered charity No665

Rosemary House, Mount Havelock, Douglas IM1 2QG

If you have any questions please contact Sue Cook by emailing [suecook@jaiom.im](mailto:suecook@jaiom.im)