Barnet Education and Learning Service

Programme Manager

NEET Prevention and Early Intervention Programmes

Barnet Education & Learning Service (BELS)

Closing date: 20th January 2027

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Welcome to Barnet Education & Learning Service (BELS)

About Us

https://www.bels.org.uk/

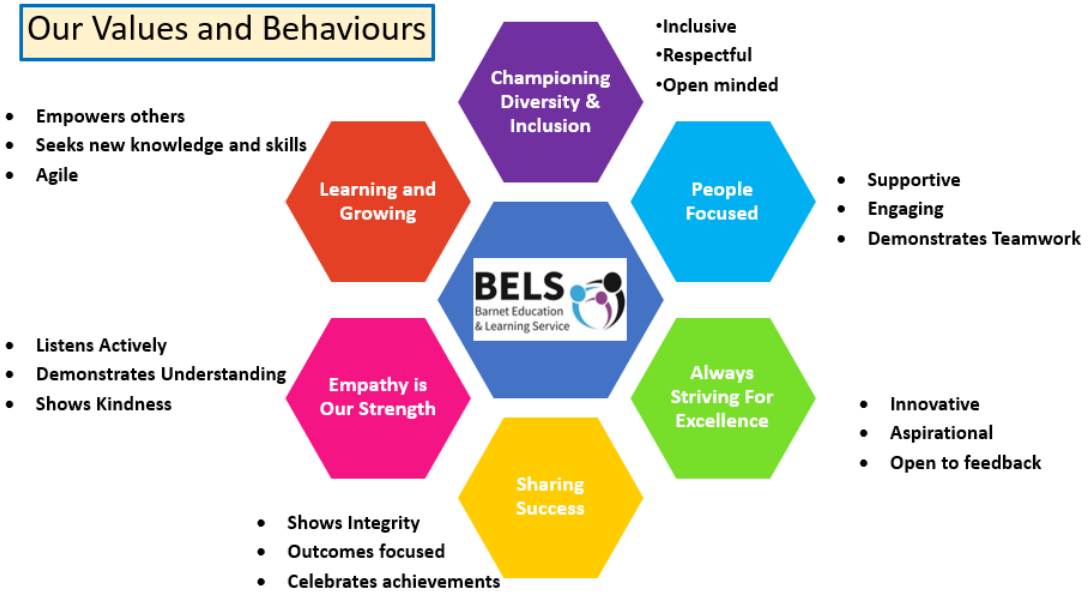
Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.

95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything, they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.



Contact Officer: Jasmine West
Department: Post 16 Education and Skills
Telephone: 020 8359 6307

Dear Applicant,

Post: Programme Manager - NEET Prevention and Early Intervention Programmes

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

The closing date for applications 20 January 2027
Interviews will be held – 03 February 2027.

If you would like to discuss this position on an informal basis, please contact me at jasmine.west@barnet.gov.uk.

I look forward to receiving an application from you.

Yours faithfully

Jasmine West
Strategic Lead – Post 16 Education and Skills
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: jasmine.west@barnet.gov.uk
Tel: 020 8359 6307

Advert

Overview of the role: **Programme Manager NEET Prevention and Early Intervention Programmes**
This role will be based 4 days in the office and 1 day at home after probation.
Education and Skills Service Location: Colindale

Due to the retirement of an exceptional manager, we are now seeking a new member of staff with the required qualifications and experience. Barnet has one of the lowest NEET figures in London and England, the post holder will manage a range of programmes and functions to ensure that the Post 16 team consistently delivers high-quality outcomes and interventions ensuring the young people get swift and personalised interventions to secure sustainable outcomes. The post holder will work with the existing team as well as a range of education providers such as schools, FE colleges, training providers and community organisations. The Programme Manager will work diligently to create and develop further opportunities that add value and enhance the current Post 16 provision in a range of settings; this includes ensuring that all elements of the programmes are compliant and in place on study programmes, work experience, placements, supported internships and apprenticeships etc. A key focus of this role is to work in partnership with external employers and providers and to develop further the teams outreach capabilities including quality assurance of programmes and interventions.

This is an exciting opportunity to join our dynamic, friendly and supportive team that are dedicated to providing a high-quality service to schools and settings.

Successful candidates will be joining a creative and highly skilled team that is well-regarded and valued by schools and services across Barnet. You will benefit from a supportive senior leadership team committed to promoting the wellbeing of staff and work-life balance, ongoing training and development.

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

For an informal discussion about the post, please contact:
Jasmine West
Strategic Lead – Post 16 Education and Skills
Jasmine.west@barnet.gov.uk

Closing date for applications: 20 January 2027-5pm
Interview date: 03 February 2027.

Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

Section A: Specific Role Profile

Programme Manager - NEET Prevention and Early Intervention Programmes

Responsible To: Strategic Lead - Post-16 Education and Skills

Department: Education and Skills

Contract: Permanent

Grade: GLPC 34 - 39

Salary: £49,590 - £54,927

Role Purpose

The Programme Manager will lead the development, implementation, and continuous improvement of programmes that support young people who are at risk of becoming Not in Education, Employment or Training (NEET), as well as those requiring targeted post-16 support and intervention.

To provide a robust quality assurance function for the Post 16 Team. Supporting the Strategic Lead to ensure that high standards are maintained, by identify service improvements and scanning all post 16 provision to ensure that young people in Barnet are receiving the best possible support available.

Working in partnership with schools, further education colleges, training providers, employers, alternative provision settings, and community organisations, the postholder will design, coordinate and oversee high-quality programmes, implement tracking and monitoring that improves participation, progression, attainment, employability and destination outcomes for young people.

The role will ensure that all programmes operate effectively, safely and compliantly, delivering measurable outcomes while supporting Barnet's statutory responsibilities relating to participation, tracking, safeguarding and inclusion.

Key Responsibilities

Programme Leadership and Delivery

- Lead on the tracking, monitoring and reporting of learner destinations in support of the Council's statutory duties.
- To provide a robust quality assurance function for the Post 16 Team. Supporting the Strategic Lead to ensure that high standards are maintained, by identify service improvements and scanning all post 16 provision to ensure that young people in Barnet are receiving the best possible available.

- Design, develop, commission and manage innovative programmes, interventions and curriculum-based activities that improve outcomes for young people at risk of becoming NEET.
- Work collaboratively with education providers and stakeholders to ensure programmes meet local needs and align with strategic priorities.
- Manage the effective delivery of school-based programmes, mentoring initiatives, training opportunities, work experience placements and alternative provision.
- Develop programme plans, delivery schedules, performance measures and reporting mechanisms to ensure successful implementation and continuous improvement.
- Monitor programme performance, quality and impact, ensuring agreed objectives, key performance indicators and milestones are achieved.
- Produce regular reports evaluating programme outcomes, participation rates, learner progression and value for money.
- Ensure all programmes comply with safeguarding, health and safety, funding, contractual and quality assurance requirements.
- Support the development and implementation of new initiatives which enhance opportunities for young people and strengthen the post-16 education and training offer.
- Maintain oversight of programme risks and implement appropriate mitigation measures.

Partnership Development and Stakeholder Engagement

- Build and maintain effective partnerships with schools, colleges, training providers, employers, community organisations and regional networks.
- Develop employer engagement opportunities that provide meaningful work experience, careers education and pathways into employment.
- Represent the service at local forums, partnership groups and sector networks, contributing to best practice and collaborative working.
- Work with internal and external partners to respond effectively to local and national education, skills and employability priorities.
- Promote and raise awareness of post-16 opportunities and programmes through effective communication, marketing and engagement activities.
- Develop positive relationships with young people, families and professionals to support participation and progression.

Performance and Quality Management

- Monitor programme delivery and provider performance through robust quality assurance processes.
- Use management information systems and performance data to evaluate effectiveness, identify trends and inform service development.
- Collect and analyse quantitative and qualitative evidence, including learner feedback, case studies and progression outcomes.
- Ensure accurate programme records are maintained, and performance information is reported in accordance with organisational requirements.
- Contribute to inspections, audits, funding returns and contract monitoring processes where required.

Financial Management and Funding

- Manage allocated programme budgets effectively, ensuring expenditure is monitored and controlled.
- Ensure programmes represent value for money and deliver agreed outcomes within available resources.
- Support the identification and securing of external funding opportunities.
- Contribute to funding applications, grant bids and associated reporting requirements.

Safeguarding and Inclusion

- Promote a culture of safeguarding and ensure all programmes operate in accordance with statutory safeguarding requirements and local procedures.
- Ensure young people are supported within inclusive, safe and accessible learning environments.
- Champion equality, diversity and inclusion throughout programme design, delivery and evaluation.
- Ensure appropriate risk assessments and safeguarding arrangements are in place for all activities.

General Responsibilities

- Contribute actively to the work of the Post-16 Education and Skills Team and wider Barnet Education and Learning Service.

- Maintain an up-to-date understanding of developments in post-16 education, vocational qualifications, careers guidance, employability and skills policy.
- Participate in team meetings, conferences, training events and service development activities.
- Undertake any other duties commensurate with the level and responsibilities of the post.

PERSON SPECIFICATION

Essential Qualifications

- Degree-level qualification or equivalent professional experience.
- Evidence of continuing professional development.
- Qualification in project or programme management, or equivalent experience.
- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.

Essential Knowledge and Experience

- Significant knowledge of post-16 education, training and participation agendas.
- Excellent data analysis skills.
- Significant management experience of leading a multidisciplinary team.
- Experience of designing, managing and evaluating education, employability or skills programmes.
- Experience of working with schools, colleges, training providers and external partners.
- Experience of working with young people, particularly those facing barriers to participation.
- Experience of implementing safeguarding and risk management procedures.
- Experience of managing budgets and monitoring programme expenditure.
- Experience of using data and performance information to drive improvement.
- Understanding of relevant legislation, policies and statutory responsibilities affecting young people.
- Experience of securing stakeholder engagement and developing effective partnerships.

Essential Skills

- Excellent project and programme management skills.
- Strong organisational skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Ability to analyse data and produce clear reports.
- Strong stakeholder management and partnership-building skills.
- Ability to influence, negotiate and achieve positive outcomes.
- Skilled in planning, monitoring and evaluating performance.
- Proficient in Microsoft Office applications and management information systems.

Personal Attributes

- Collaborative, inclusive and approachable.
- Self-motivated and proactive.
- Flexible and adaptable in a changing environment.
- Resilient and solutions focused.
- Committed to improving outcomes for young people.
- Professional, organised and able to work independently.
- Confident presenter and facilitator.

Desirable

- Qualification in Careers Education, Information, Advice and Guidance (IAG).
- Experience of bid writing and securing external funding.
- Knowledge of local education, employment and training provision.
- Experience of working within a local authority or public-sector environment.
- Understanding of commissioning, procurement or contract management processes.

Safeguarding

The Council is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

Additional Information

This post is subject to:

- Receipt of two satisfactory references.
- Verification of the right to work in the UK.
- Successful completion of all required pre-employment checks.

This job description is not exhaustive and may be amended from time to time following consultation with the postholder to reflect changes in service priorities and organisational requirements.

Compiled/Reviewed by	Jasmine West
Date	01/09/2026

Key Details

Annual Leave
You are entitled to 31 days of annual leave per annum plus the Bank Holidays in the year (this is normally between 7 -10 days). The entitlement would be pro-rated for part timers.

Flexible and Hybrid Working
This is a fulltime post based mainly at our Colindale Offices.

BELS is committed to work-life balance. The options may include hybrid working, flexible working, job share and part-time working.

Voluntary Pension Scheme – Non-Teachers
Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

Other benefits

You will have access to a range of lifestyle discounts from major retailers, supermarkets, energy suppliers and more. You will also enjoy a range of payroll benefits including cycle to work, eye care vouchers, travel and gym membership.

Employees have access to well- being training programs including confidential employee assistance and an occupational health service.

Please note:
"BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS"

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

Application Process

Closing date for applications: 20/01/2027
Interviews will be held on: 03/02/2027.

Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under Recruitment | Barnet Education & Learning Service | London (bels.org.uk) .

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

It is important that you complete ALL sections of the application form.

Next Steps

If you are selected for interview, we will contact you by email and/or text message.