

MediaTrust

Programme Manager

Under-represented Talent

Recruitment Pack

www.mediatrust.org
Registered charity: 1042733



About Media Trust

At Media Trust, we believe when everyone has an equal voice, we'll get to a more equal society.

That's why we connect media organisations with charities and under-represented talent to empower the third sector and advance media representation.

We design and deliver innovative and impactful training for charities so they can communicate more effectively to support their communities and drive social change. We also match charities with media industry volunteers for hands-on support. At the same time, we provide under-represented talent with the skills, access and mentoring to progress their careers in the media and creative sectors.

For more detailed information about Media Trust's work, please see our [2023 Impact Report](#).



Our Values

Our vision and mission are at the heart of all we do. We work to achieve these by:

- Being innovative and creative
- Putting our stakeholders, beneficiaries, and customers first
- Being entrepreneurial
- Working with energy, passion, and dynamism
- Embracing equality, diversity & inclusion
- Supporting our people to be their authentic and best selves

Some of our Key Media Industry Partners



Our Impact

In 2023:

2,728

charities received
support from
Media Trust

10,524

volunteer hours
mobilised

8,317

people attended
Media Trust's
events

1,389

volunteers
supported
charities through
Media Trust

568

young people
supported
through work &
skills training

For more information, please see our:

- [2023 Impact Report](#)
- [2023 Accounts and Annual Report](#)

The Role

Programme Manager (Under-represented Talent team)

Reports to: Head of Impact

Salary: £32,000 - £38,000 dependent on experience (pro rata if part-time)

Hours: Full-time or part-time options available (F/T: 35 hours per week; P/T: 28 hours minimum – pro rata)

Contract: 1-year fixed term contract with potential to extend

Location: Remote, but some travel to Central London will be required for programme activity, events and meetings

We are looking for a dynamic and proactive individual with a track record of effective project management who is passionate about improving media representation and a more diverse and inclusive media sector.

This role would suit someone who has recent experience of working in Training & Development/Leadership Development at a media or creative organisation.

This position sits within our Under-represented Talent team. We deliver industry-leading training and mentoring programmes to support under-represented talent to progress their careers in the media industry, while equipping media organisations and professionals with the skills to better support diverse talent and create inclusive workplaces. Our programmes aim to particularly support talent from Black and minority ethnic, d/Deaf, disabled and neurodivergent, and low socio-economic backgrounds.

The role will manage Media Trust's new flagship Leadership Development Programme, designed to equip mid-career talent with enhanced leadership skills, hands-on practical experience and valuable industry connections to accelerate their professional growth in the media and creative sectors. The Programme Manager will take ownership of the programme's design, delivery and evaluation, working closely with industry partners (including broadcasters, advertising agencies and tech companies) and other stakeholders to ensure its success and maximise its impact.

Alongside the Leadership Development Programme, you will also be responsible for designing and delivering impactful work experience, training and mentoring programmes, working with Media Trust's industry partners. This includes creating structured opportunities for participants to gain hands-on industry experience and 1:1 support, ensuring they are equipped with the skills and confidence needed to advance their careers. You will work closely with our industry partners to ensure high-quality outcomes for participants, mentors and partners.



Key responsibilities:

Programme management and delivery

- Design and deliver our new Leadership Development Programme, ensuring it is delivered on time and budget, and leads to planned outcomes
- Manage all aspects of a range of other training, mentoring and work experience programmes, ensuring they are high quality and impactful
- Organise and deliver online and in-person activities (including training workshops, speaker panels, group mentoring sessions, and networking events)
- Manage programme budgets including monitoring expenditure, forecasting and ensuring all third-party expenses are paid and/or reimbursed appropriately
- Support the monitoring, evaluation and reporting of the programmes you manage, ensuring impact is evidenced by high quality data, and produce impact reports for key stakeholders. Maintain up-to-date programme data and reporting by inputting relevant data on a timely basis to our CRM system
- Work alongside the marketing team to support the production of marketing and communication materials and provide regular programme updates for the Media Trust website and social media channels, including end of programme case studies

Talent management

- Lead the recruitment of participants including marketing and outreach, selection and onboarding

- Design, deliver and manage engagement and retention strategies, supporting participants' commitment to the programme
- Be the first point of contact for all participants and provide pastoral support throughout the programme, monitoring participants' progress through 1:1 check-ins
- Assess participants' accessibility needs, ensuring adjustments are implemented to provide individualised support
- Develop alumni engagement strategies and encourage participants to become ambassadors, representing the programme and supporting Media Trust's efforts to promote under-represented talent in the media and creative industries

Industry/partner engagement

- Convene and manage an advisory group of industry leaders from Media Trust's corporate partners, ensuring their insights and feedback inform programme design and execution
- Collaborate with Media Trust's industry partners to identify and recruit talent
- Source qualified industry trainers, workshop leaders, mentors and volunteers
- Work with industry partners to create and implement structured work experience and mentoring initiatives
- Collaborate with the Partnerships team to design new programmes, develop proposals and pitch for new funding opportunities
- Represent Media Trust at events and speak on industry panels to enhance our visibility and thought leadership

What we are looking for in you

- Experience in learning and development, designing training programmes and workshop facilitation, with media and creative industry experience desirable
- A good understanding of the key challenges and opportunities related to diversity, inclusion and talent retention particularly in the media and creative industries
- A track record of effective programme management, with experience of developing and implementing plans to achieve targets, and reporting against objectives, and experience of budget management
- Experience of designing and delivering online and in-person events such as training workshops and speaker panels, coordinating participants, speakers and logistics
- Strong relationship management skills with both internal and external stakeholders
- Experience of working with people from under-represented backgrounds and/or lived experience relating to the groups we are aiming to engage
- Strong written and verbal communication skills with the ability to produce clear and engaging copy and content for our website, guides, blogs or digital resources
- Good attention to detail and highly organised
- Ability to work under pressure, take initiative, and work independently, planning and managing your own time
- A passion for, and commitment to, the aims and values of Media Trust

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

We understand that no applicant may perfectly align with every point in the job specification. If you are enthusiastic about this role, passionate about the power of media to drive positive social change, and believe you can contribute to our team, we encourage you to apply. We value diverse perspectives and are committed to fostering an inclusive work environment, so don't hesitate to showcase your unique skills and experiences and what you can bring to Media Trust.



How to Apply

Download and complete the Equal Opportunities form from [our website](#).

Email a covering letter (max 2 pages) describing how your skills and experience match our requirements, along with your CV and the completed equal opportunities form to: roles@mediatrust.org.

Please state in your covering letter when is the earliest you would be available to start the role.

Please put Programme Manager – Under-represented Talent Team in the subject heading of the email, and let us know where you heard about the vacancy.

We aim to represent the communities we support. We encourage applications from Black and minority ethnic communities, and those who identify as LGBTQIA+, working class, d/Deaf, Disabled and/or Neurodivergent.

We are happy to make reasonable adjustments for applicants who need additional support at any stage of the recruitment process – please just get in touch to discuss.

- **Closing date: 9:00 am on Tuesday 18 February**
- **First round interviews: Monday 24 February**
- **Second round interviews: Monday 3 March**

Working at Media Trust

Media Trust is an ambitious charity, full of passionate people. We are a small and dynamic team that works collaboratively and supports each other in a fast-paced environment.

We are looking for motivated, agile, and value-driven people to join our team. In return we offer:

- Remote working
- 30 days annual leave (plus bank holidays)
- Flexible hours, to be agreed with line manager
- Pension contributions
- 2 volunteer days each year
- Attend two Media Trust Communications courses each year at no cost to you

Flexible Working at Media Trust

Media Trust values and respects all differences in people (seen and unseen). One of the ways we do this is by actively encouraging staff to work in ways that best suit their needs and our flexible working policy outlines many of the options available, such as part-time and term-time working, job sharing, home working and working compressed hours.

Please talk to us at the interview about the flexibility and equipment or other support you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.