

Job Description and Person Specification

Job title:	Regional Programmes Officer
Reports to:	Head of Grants
Location:	Portsmouth, minimum 2 days per week in the office, including Tuesdays
Contract:	Permanent, full-time
Salary:	£24,570–£26,390 (depending on experience)

Please note that Blaggrave is currently trialing a four day working week. At present, full-time hours total 32 hours per week. This arrangement may change following the outcome of the trial and could increase to a maximum of 37.5 hours per week.

Benefits:	25 days annual leave plus bank holidays (pro-rated during the 4 day week trial), company closure between Christmas and new year, 5% employer pension contribution, employee assistance programme, amongst others. You can see all our benefits here .
Application deadline:	11:59pm, Sunday 18 th October 2026
Interview dates:	Tuesday 27 th October 2026 in Portsmouth
Start date:	As soon as possible

To apply, please submit your CV and cover letter, including an answer to the following questions, by **11:59pm, Sunday 18th October 2026**.

- What led you to apply for this role?
- What skills or experience makes you a good fit for the role?
- Tell us about a time when you developed an admin system or process.

Your cover letter should be no longer than 2 pages. In addition to answering the questions above, please include any other information you would like us to consider. You may use bullet points if you prefer, and are welcome to draw from personal and professional experience. The person specification section of this document outlines the skills, experience and attributes we will assess during the application stage.

If you prefer, you may submit your application as a video or audio recording of up to seven minutes instead of a written letter to hr@blaggravetrust.org. For any queries about the role and/or the process of applying, please get in touch with Hr@blaggravetrust.org.

What we do

At Blaggrave we know that young people are often the most inspiring leaders of change, but can be denied access to the resources, networks, funding, and spaces that enable their ideas to take flight. That's why our mission is to empower young people who face deep-rooted inequality to lead lasting change, by investing in their leadership, their communities, and in spaces where their ideas can thrive for generations to come.

The publication of our exciting [new strategy](#), Leading with Hope, in June this year, announced that our grant making is shifting from national and regional programmes to deeper work with young people and communities in three local areas – Birmingham, London and Portsmouth. Under the previous strategy, we ran a funding programme for youth organisations across a wider South East area. Some of our grant partners on the regional programme are being funded until 2028. This role will continue to provide vital support to these partners during this period of change for our organisation, in addition to supporting our programmes in Portsmouth.

About the role

The Programmes Officer will be responsible for the grants administration of 40 partners on the Regional Programme, as well as other grants made in Portsmouth. Key responsibilities include maintaining accurate grants records, and reviewing and reporting on grant data. The role will also respond to queries and provide a first point of contact for Regional Programmes and local partners.

The Programmes Officer will also support our programmes in Portsmouth, including the grants administration of local partners, and the administration of local events and community engagement activities, for example, by keeping accurate records of outcomes and keeping attendees informed. Due to the changing nature of this role, it is essential that the successful candidate is adaptable and comfortable with change, whilst consistently upholding our commitments to partners and young people.

We're looking for someone who has good knowledge and connections with the voluntary sector in Portsmouth, where you will be based. You must be prepared to travel to meet with funded partners across Hampshire, Isle of Wight, Wiltshire, Sussex and Berkshire. All expenses to visit partners will be paid.

Success in this role looks like: You are proactive, well-organised, and dependable, effectively coordinating vital core administrative functions of the grants and community engagement team and supporting grant partners until the end of their grant.

Job description

The Programmes Officer will co-ordinate the administration of grants, community engagement activities and events in Portsmouth, ensuring efficient processes, accurate record-keeping, and high-quality support across our programme activities.

Grant making

- To manage grant partnerships, including record keeping, with youth organisations (charities and CICs) ensuring due diligence is met across three key areas: governance, finance and safeguarding; seeking guidance from colleagues when required.
- Support Grant Partners to collaborate, connect and develop, coordinating learning opportunities where appropriate.
- To assess continuation grants and raise and record risk as per Blaggrave's risk profile.
- To hold end of grant reflection conversations with partners and report learnings back to Blaggrave.
- To stay informed of developments in the youth sector and issues affecting young people in Portsmouth and the wider region.

Community Engagement

- Support with the logistics of local events, including partner involvement, young people's and community participation, event promotion and record keeping.
- Support the Communities and Partnerships team to keep accurate records on Salesforce and ensure that Salesforce meets relationship building purposes.
- Support the establishment of a local steering group, with necessary admin, record keeping and logistics for meetings

Grants team

- To play an active part in the grants team by:
 - supporting programmes as workload demands.
 - contributing to team learning and best practice particularly around funding for youth organisations.
 - participating in grants practice meetings, reviewing systems and processes to improve practice.
 - maintaining and developing knowledge of due diligence requirements, best practice and regulatory updates where relevant to role.
 - maintaining the grants database (Salesforce) to ensure timely, effective and accurate tracking of grants.

General

- To play an active part in the wider Blaggrave Trust team, supporting colleagues and taking on other tasks as appropriate.
- To maintain effective and meaningful communications with partners and community stakeholders.
- To apply an anti-oppressive, anti-racist and climate justice lens to all your work and seek to support the implementation of this learning across the team.
- To undertake other tasks as requested by the CEO and your line manager.

This list is not exhaustive; other duties may be required according to circumstance and the needs of the team.

Blaggrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.

This role is subject to checks including a Basic DBS check and 2 references. **Candidates must be eligible to work in the UK.**

Person specification

Relationships are at the heart of this work and we're looking for a person who values our commitments to relational working. We hope to find someone who has good knowledge of Portsmouth and the funding sector, through grant making or working closely with a funder on a funded project, and has some experience of delivering grants or funded programmes.

This role will suit you if you are proactive, well organised, adaptive, and committed to delivering excellent administrative support. You will be motivated by our mission and in tune with the needs and experience of the young changemakers we are working with.

We welcome applications from people of all backgrounds and lived experiences. We are particularly keen to hear from candidates who will help broaden the perspectives represented within philanthropy and strengthen our commitment to centring young people in all that we do. We are committed to creating an equitable, inclusive environment where everyone can thrive, and to ensuring our recruitment processes and decision-making reflect diversity across age, identity, background, and experience.

	Application	Interview + test
Essential skills, knowledge and experience		
Experience of working with and holding relationships with a range of internal and external stakeholders	✓	

Proven organisational and administrative skills.		✓
Proven track record in analysing and summarising data, able to gather insights and produce progress updates	✓	✓
Strong written communication and inter-personal skills, able to communicate with people from a variety of lived and learnt experiences	✓	✓
Self-motivated, able to work in a fast-paced environment efficiently and independently, but also within a team.	✓	
Able to synthesize and communicate complex information.		✓
Strong IT and administrative skills, including MS Office in particular, Word, Excel and Outlook.		✓
Able to manage and prioritise own workload.	✓	✓
Self-motivated and dependent, able to work to a good standard under time pressure.	✓	
Ability to maintain confidentiality, data control requirements and mitigate risk of data misuse.	✓	
Knowledge of Portsmouth and local communities.	✓	✓
Desirable skills, knowledge and experience:		
Experience providing admin for or managing events	✓	
Understanding or experience in monitoring a budget	✓	
Experience using CRM software e.g. Salesforce.	✓	
Understanding of Safeguarding of both Adults at Risk and children.	✓	✓
Basic understanding of charitable/CIC governance structures and finances	✓	
Essential values:	✓	
Strong belief in Blaggrave's core mission and values, including a commitment towards anti-oppressive practices	✓	✓
Great team player, flexible, with the ability to support and engage in team and cross disciplinary working.	✓	✓
Respect and understanding for young people who experience social injustice.	✓	

Candidates must be eligible to work in the UK.

This role is subject to a Basic DBS check and 2 references.

For questions about the role please contact hr@blaggravetrust.org.

Our Commitments in Recruitment

We are committed to anti-oppressive practice, equity, and wellbeing – for our partners, communities, and our own team. We especially welcome applications from people with lived experience of the issues we work on. As a disability-friendly employer, we are committed to ensuring our recruitment process is accessible and will offer an interview to candidates who declare a disability and meet the minimum criteria for the role.

We are committed to safeguarding children and adults at risk, to promoting the welfare of adults, and keeping all those who come into contact with our work safe from harm.

We will only ask an individual to provide details of sensitive information, including convictions and cautions, that we're legally entitled to know about. Most of our staff and volunteers will be in positions of power and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets government's criteria. We do not want this to be a barrier to those who have the potential to add great value to the work we do. If you have any questions regarding DBS check, please contact the Designated Safeguarding Lead, Valeria Tavares, at valeria@blagravetrust.org.

All information disclosed for the purposes of employment or consultancy will be used for the sole purpose of assessing whether an individual is suitable and appropriate for a specific role and/or if any arrangements around supervision and support might be required. All information gathered as part of our recruitment processes will be treated sensitively, with confidentiality strictly maintained, and according to our Privacy and Data Protection policy.