

Job recruitment pack

Programme Officer



Who we are

There are 4.5 million children and young people growing up in poverty in the UK, facing the most challenging social and economic context for generations. However, the current system is stretched and siloed – reacting to late-stage crises in a fragmented way rather than preventing them in a joined-up experience.

Our vision is simple: if we all work together, every child and young person can flourish in their school and community. AllChild works locally within economically disadvantaged communities on a growing national scale. We're pioneering a new way of identifying and supporting young people most at risk of poor social, emotional and academic outcomes and therefore not flourishing in life, to build trust and mobilise a joined-up ecosystem of support and opportunity around them.

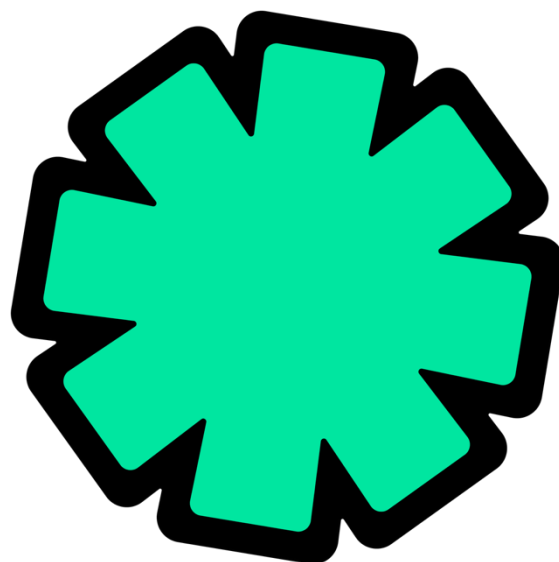
Our two-year Impact Programmes are delivered by dedicated Link Workers based in schools, and by other local organisations and services working together around each child and family we identify. Every child's programme is strengths-based and bespoke, delivering a combination of support and opportunities. From mental health and wellbeing support to engagement activities such as sport or art, through to academic tutoring and speech and language therapy.

Mobilising the best of what already exists in every community, our Link Workers enable joined-up support and a long-lasting network of trusted adults and opportunities around each child and family. Through the programme, young people build trusted relationships, connections and grow their skills. They're empowered to achieve positive social, emotional and academic outcomes and take on life positively.

We build powerful local partnerships and mobilise connections between families, schools, councils and community organisations so that every child gets the right support in the right way at the right time.

We started AllChild as a local solution to a local problem in a community in west London. Over our first decade we have steadily translated our model to more communities. Over the next 10 years, we have ambitions to broaden our reach and deepen our impact, building a national blueprint for change.

We can't wait for you to join us.



Our values

Our values guide how we work, how we show up for children, and how we partner with others.

Rooted in ambition, shaped by connection, and strengthened by trust, these values drive our decisions and our impact.

AMBITION

We are ambitious for every child's future. We innovate, learn and adapt to have the biggest impact.



C

TRUST

We build trust by listening, being open, and honest. We hold ourselves and others to account, even when it is difficult.



CONNECTION

We connect and collaborate with people and organisations to be stronger together. We value difference and care deeply that everyone is seen, heard, and included.



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The role and you

About the role

Title: Programme Officer

Reports to: Programme Management Lead

Start date: ASAP

Location: Hybrid with 3 days in our West London, EdCity office and 2 days at home.

Hours: Full time (35 hours), permanent

Salary: £32,000 to £34,000 per annum (depending on experience)

Deadline: 9 October 2026 (we reserve the right to close this vacancy early if sufficient applications are received so early application is encouraged)



About the role

AllChild is seeking an experienced and highly organised Programme Officer to provide effective administrative support to the national programme delivery team. The postholder will manage multiple priorities in a fast-paced environment, communicating confidently with colleagues, schools, partner organisations and external providers.

The role includes the handling of sensitive and confidential information. Full safeguarding and systems training will be provided where required.

Key responsibilities

Training and team coordination

- Coordinate training activity including room bookings, registers, calendar invitations and hosting arrangements.
- Liaise with internal and external venues, trainers and providers about requirements and booking details.
- Maintain accurate training records, including expenditure and renewal dates for first aid, designated safeguarding lead and trips training.
- Support the administration of clinical supervision, including calendar invites and booking
- Work with Programme Management Lead to oversee and update delivery calendar

Safeguarding administration

- Monitor and triage safeguarding concerns received through CPOMS and the safeguarding inbox.

- Liaise promptly and professionally with the AllChild team, schools and partner organisations, escalating concerns in accordance with agreed procedures.
- Set up staff and upload cohort information to CPOMS, maintaining records throughout the year.
- Handle sensitive children's information confidentially and in line with data protection, information security and safeguarding requirements.

Recruitment and people administration

- Coordinate Programme Delivery team recruitment, including applicant tracking, interview scheduling, room bookings and liaison with reception and relevant colleagues as required.
- Provide accurate and timely administrative support throughout recruitment and onboarding processes.

Trips, events and programme operations

- Support the coordination and the administration of trips, community days, football tournaments and other programme activities.
- Create and maintain trip records in Salesforce, ensuring required organisational information is complete and up to date.
- Prepare and coordinate risk assessments, itineraries and registers, liaising with colleagues to confirm medical needs and appropriate safety measures.
- Book venues, travel, activities and other services
- Order or collate session resources as required
- Support funder and programme administration, including HAF requirements, schools visits and insight days where required.

General administration and communications

- Order resources for the Programme Delivery team and maintain clear records of expenditure to be shared with the relevant budget holder
- Maintain accurate school and partner contact information, including key safeguarding, data and leadership contacts and the Link Work directory.
- Support rotas and recurring team arrangements, reviewing details at appropriate intervals.

Person specification

Essential knowledge, skills and experience

- Excellent organisational, planning and prioritisation skills, with the ability to manage competing deadlines.
- Clear and professional written and verbal communication skills.
- A collaborative, flexible and solutions-focused approach, with the initiative to work independently when required.

- Confidence using cloud-based systems and digital tools.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Experience of handling sensitive or confidential information and an understanding of good data protection and information security practice.
- Commitment to completing relevant safeguarding training and following organisational procedures.

Desirable knowledge, skills and experience

- Previous safeguarding or CPOMS experience.
- Knowledge of school or education environments.
- Experience of project, event or trip administration.
- Experience working in a high-growth or fast-paced organisation.
- Experience using Salesforce or a comparable customer relationship management system.

Values and behaviours

- Demonstrate an understanding of AllChild's values and apply them consistently in day-to-day work.
- Show a strong commitment to equity, diversity and inclusion.
- Promote the safety and welfare of children and young people and follow AllChild's safeguarding framework and relevant statutory guidance.
- Act with integrity, discretion and professionalism when handling confidential information.



Benefits

Annual leave & wellbeing days

We have a generous annual leave policy, of 25 days increasing by one day per year up to 30 days. Plus public holidays and a further three days of leave during Christmas closure. We also offer two wellbeing days per calendar year as a means to support our employees.

Enhanced sickness, compassionate & family leave

AllChild pays above the statutory minimum sickness on a 12-month rolling period. We also offer compassionate leave, up to ten days for close family members. We offer enhanced pay for maternity and paternity leave to help support staff who are growing their families.

Health cash plan

Employees can access tailored support for mental and physical health and wellbeing. The support on offer includes (but is not limited to):

- 24/7 Employee Assistance Support.
- Cash back on optical, dental and holistic treatments.
- Physiotherapy.
- Counselling.
- Discount for family activities, such as cinema tickets and gym membership

Cycle scheme

Staff can purchase bike and accessories through our cycle scheme without any upfront payment, and the payments are taken tax efficiently from their salary.

Season ticket loan

Staff can apply for a season ticket interest free loan. Your loan repayments are spread evenly over 12 months.

Referral scheme

Employees who refer a friend for any of our vacant positions will receive a £200 voucher if the candidate is successful. Upon their completion of the 6-month probation, the employee will receive a further £200.

Application process

Closing date: 9 October 2026

Interview dates

Round one: week commencing 19 October 2026 (Microsoft Teams)

Round two: week commencing 26 October and 2 November 2026 (in person)

We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also interview before or after the dates given above. Therefore, if you are interested, please submit your application as early as possible.

How to apply

Please complete the online application form via our website. As part of our recruitment process, we ask applicants to read our Safer Recruitment and Selection Policy and EDI Statement before applying.

Safeguarding and inclusion

To ensure fairness in selecting the best candidates for this role, we operate a blind recruitment process. Therefore, all applications are anonymised until an interview has been confirmed.

As a Disability Confident Employer, we are committed to placing Equity, Diversity and Inclusion at the heart of our organisation, for the benefit of our employees, our partners, and the communities we serve. We value diversity and actively welcome applications from individuals who may be under-represented in our AllChild community and reflect the communities we serve. Please read our EDI statement on our website.

We provide an inclusive and barrier-free recruitment process for anyone who wishes to make an application. We particularly welcome application from individuals with disabilities. Please inform us of any accessibility needs for the application or interview process. We will address them when scheduling interviews.

If you have any questions, please contact our People and Culture Team by email:
hr@allchild.org

AllChild is a registered charity in England and Wales (1160947) and a registered company limited by guarantee in England and Wales (08991196)



