



Description of role

Job title: Programme Officer – Opportunities for All
Salary range: £28,000 to £31,000
Reports to: Programme Manager – Opportunities for All
Location: The Phoenix Brewery, 13 Bramley Road, London W10 6SP
Hours: Full-time (35 hours per week), flexible working including part time hours may be considered

Job purpose

The Ogden Trust is a charitable foundation set up by Sir Peter Ogden in 1999. The Trust's aim is to maximise the opportunities available to young people in all parts of the UK's educational system and is now focused on science, especially physics. The Trust supports a range of initiatives, programmes and projects to promote the teaching and learning of physics. This role reports to the Programme Manager for the Opportunities for All strand and the Chief Executive, to develop and deliver the Trust's programmes.

This post will have specific responsibility for developing content and ensuring delivery of the programmes under the 'Opportunities for All' strand of the Trust's strategy, including but not limited to:

- Ogden Outreach Officers support (university-based)
- Physics-related internships for 16–18-year-olds

The post holder will be required to contribute to other projects outside their remit to aid the Trust's activities as a whole, particularly as regards event management. The role involves work in the evening and at weekends [which will be managed in line with our Time Off In Lieu (TOIL) Policy] and some UK-wide travel.

Key tasks and responsibilities

1. Manage the administrative side of programmes, including application, funding, reporting, and any interim requests.
2. Request, process and collate the data for the allocated programmes.
3. Organise and run events related to allocated programmes, such as the Outreach Officers conferences and professional development events.
4. Serve as a point of contact for queries on the allocated programmes and provide support and advice for those on the programmes.
5. Update and maintain financial records for the allocated programmes.
6. Update and maintain the relevant sections of the website.
7. Visit organisations involved in the programmes to meet staff and students, get feedback on their experience and celebrate their achievements.
8. Gather feedback to adapt the programmes based on need.
9. Liaise with teachers, Teacher Fellows, Ogden Outreach Officers, consultants and other members of the team as appropriate.
10. Contribute to and support the team as reasonably required.

Person specification

- Excellent knowledge of office systems and procedures, including a good level of competence in Microsoft Office applications, especially Word, Excel and PowerPoint Essential
- Good experience of working with customer relationship management (CRM) systems Essential
- Educated to degree level (or NVQ level 4 or other equivalent) or at least 4 years work experience Essential
- An understanding of the UK's informal science learning sector and higher education institutions Essential
- Knowledge of physics to A-level or equivalent and beyond Desirable
- An understanding of the national education system and the needs of schools, teachers and young people Desirable

Experience

- Experience of programme administration Essential
- Experience of working in a team environment Essential
- Experience of events organisation and delivery Essential
- Experience of building relationships, particularly with higher education institutions, industry and community groups Highly desirable
- Experience of administering selection processes, for example for grants and awards Desirable

Skills

- Very good interpersonal and communication skills (both oral and written) Essential
- Very good organisational and administrative skills Essential
- Good problem-solving skills Essential
- Good presentation skills Essential

Abilities

- Able to balance conflicting priorities, seeking help when needed, to ensure deadlines are met Essential
- Able to generate ideas and translate them into working practice Essential
- Adaptable and flexible with the ability to work effectively in a team and alone Essential

Personal qualities and circumstances

- Maintains an engaged and professional approach when working with and speaking to others Essential
- Able to be flexible about working hours, including working evenings and weekends on occasion with suitable notice and travel to visit programmes Essential

This is a description of the job as it is presently constituted. It is the practice of the Trust to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are reasonably required, in discussion with the postholder.