



## Programme Officer – Job Description

Inspire believes that all young people should have access to the opportunities and inspiration they need to achieve their potential.

We inspire children and young people across London and beyond, using data to understand the barriers they face and connecting them with a range of employers and opportunities to open doors to their success.

Our guiding principles are:

**Work with integrity** – doing the right thing for young people

**Be bold** – using challenges to drive innovation

**Drive equity** – challenging our thinking to increase diversity

**In partnership** – working with others to achieve goals

## The Role

The Programme Officer is a key role within the Delivery Team. Working within a dynamic work environment in a charity with a strong reputation for quality and innovation.

The post holder will support the Programme Managers and Senior Programme Officer to co-ordinate and deliver programmes to a high standard across primary and secondary schools, enabling children and young people to learn about the world of work and the opportunities available to them.

## Responsibilities

1. Provide effective support and coordination to the delivery team working on a range of programmes.
2. Manage recruitment and liaison with volunteers for participation in events.
3. Prepare and deliver training to volunteers.
4. Prepare planning and briefing materials.
5. Manage the programme delivery resources.
6. Attend and coordinate events delivered in schools and other external venues.
7. Support the Programme Manager and Senior Programme Officer to coordinate delivery of events and deputise for them in their absence.
8. Prepare evaluation reports.
9. Liaise with schools, businesses and volunteers via telephone and email.
10. Communicate with stakeholders to ensure expectations are met and programmes run smoothly.
11. Support delivery of workshops and programmes in schools and at businesses.
12. Represent the charity at schools and businesses.
13. Manage and coordinate DBS services ensuring checks are completed where necessary.
14. Proactively manage and prioritise allocated areas of responsibility.
15. Actively participate in the development of processes and procedures to support the delivery of programmes.
16. Manage the administration systems which support delivery including database management, filing and report writing.
17. To carry out any other duties that are in line with the purpose and grade of the role.
18. To complete all tasks in accordance with the charity policies and procedures, particularly those relating to equal opportunities, GDPR, Safeguarding and Health and Safety.

## Qualifications required

- A minimum of 5 GCSEs at A\* to C grade (9 – 4) or equivalent (including English and Maths).
- A Levels or equivalent qualification.



## Person Specification

### Essential

- High standard of presentation skills including the confidence to facilitate and deliver training sessions to business volunteers and deliver workshops to children and young people.
- Excellent communication skills both written and verbal.
- Good problem solving skills and ability to take initiative.
- Able to demonstrate examples of successfully coordinating projects/activities.
- Able to manage multiple overlapping deadlines.
- Able to work collaboratively with others to achieve results.
- Ability to keep calm, think clearly and resolve problems at short notice.
- Ability to show a high degree of professionalism.
- Excellent administrative skills.
- Excellent attention to detail.
- Good working knowledge of Microsoft Outlook, Word, Excel and PowerPoint.
- Self-motivated, enthusiastic and confident.

### Desirable

- Degree or equivalent.
- Experience of working with children, young people, schools and business volunteers.
- Experience of working within a project management environment.