

# Job description: Programmes Officer

<b>Job Title</b>	Programmes Officer
<b>Location</b>	Home-based with bi-monthly team meetings in London. Some travel within the UK will be expected.
<b>Salary</b>	£26,471- £28,683 (depending on skills and experience)
<b>Contract</b>	Full time, 35 hours per week (requests for 0.8 FTE will also be considered).
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• 30 days annual leave (not including bank holidays)</li> <li>• Pension scheme</li> <li>• Training and development opportunities</li> <li>• Flexible working hours</li> <li>• Well-being allowance</li> </ul>
<b>Reporting to</b>	Programme Manager

## Main duties

### Programme Support

- Provide support across Causeway's broad portfolio of programmes, such as online mentoring, insight days, work experience weeks and university and employer outreach schemes
- Organise programme-related events, such as workshops/webinars
- Deliver workshops to students and stakeholders, alongside other members of the Programmes Team
- Look after our shared inboxes and share queries with relevant team members
- Support the collection of information as part of programme reporting requirements
- Support in the design and creation of new programme resources
- Support other team members with management of external communications including the Causeway website, Twitter account and newsletters

- Develop and implement strategies to promote student engagement with Causeway's programmes (for example, student 1-1 calls and emails)

### General

- Provide administrative support to other members of the organisation as required
- Liaise effectively and efficiently with other members in the organisation
- Lead by example, promoting the organisation's values and expected behaviour
- Undertake any other duties required by the CEO or the needs of the organisation

This job description is designed to give an overall view of the role and is not a definitive list of tasks.

### **Person specification**

*We are more interested in what you could do than what you have already done, hence the emphasis on skills over experience.*

### Essential

- Educated to degree level or equivalent.
- Experience of programme work in education, university widening participation and/or employer outreach
- Strong interpersonal skills: able to interact with different audiences and all levels of people.
- Excellent verbal and written communication skills.
- Excellent attention to detail, with strong analytical skills
- Excellent time management skills with the ability to prioritise work and meet tight deadlines
- Proficient with Microsoft applications including Word, PowerPoint, Excel and Outlook.
- High degree of initiative and ability to see work through to conclusion.

- Willingness to work flexibly to accommodate occasional duties outside of working hours (time can be reclaimed in lieu).
- Commitment to the aims and values of the organisation.
- In possession of, or able to secure, an enhanced DBS check.
- Commitment to safeguarding the welfare of all young people.

### Desirable

*There are a number of different paths the successful candidate may have taken to develop the skills and experience needed for this role. The following list is not intended to be exhaustive, but instead to give a sense of the range of experiences which are relevant:*

- Personal experience of structural inequalities, or experience of supporting young people from underrepresented groups
- Experience in a charity supporting young people
- Experience of working in a small organisation with a broad programme portfolio
- Experience of programme delivery to student participants