



Senior 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 Senior 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 co-ordinate and deliver programmes to a high standard across schools, enabling children and young people to learn about the world of work and the opportunities available to them. They will also be responsible for managing school accounts, maintaining strong relationships and having full oversight of programmes.

Responsibilities

1. Provide effective support and coordination to the Delivery Team working on a range of programmes
Including;
 - a. Programmes Inspire deliver in schools.
 - b. Bespoke programmes commissioned by corporate partners.
 - c. Grant funded programmes.
 - d. Programmes working with young people who are excluded from mainstream education.
2. Manage the recruitment of and liaison with volunteers for participation in events.
3. Prepare and deliver training to volunteers.
4. Prepare planning and briefing materials.
5. Management of programme resources.
6. Attend and coordinate events delivered in schools and other external venues.
7. Support the Programme Manager 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 to ensure expectations are met and programmes run smoothly.
10. Line manage staff.
11. Deliver workshops and programmes in schools and at businesses.
12. Represent the charity at schools and businesses.

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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, report writing, data collation and input.
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 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.
- Commitment to supporting the development of children and young people.
- Good problem solving skills and ability to take initiative.
- Able to demonstrate examples of successfully coordinating projects/activities.
- Able to manage multiple overlapping deadlines.
- Good team player, 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.
- Ability to work to strict deadlines.
- Good working knowledge of Microsoft Outlook, Word, Excel and PowerPoint.
- Self-motivated, enthusiastic and confident.

Desirable

- Experience of line managing or supervising staff.
- Experience of working with children, young people including those excluded from mainstream education.
- Experience of working with schools and business volunteers.
- Experience of working in a project management environment.
- Degree or equivalent.