



Programme Coordinator: Leadership Lighthouses Job Description

Join Clare Social Leadership as a pivotal member of our team dedicated to advancing justice, equity, diversity and inclusion. We are seeking a dynamic individual to coordinate a multi-year racial equity partnership programme called “Leadership Lighthouses”. This is a unique opportunity to be part of a ground-breaking mission to support the development of social purpose leaders from Global Majority backgrounds.

About Clare Social Leadership

Since 2010, Clare Social Leadership has supported over 4,000 individuals from nearly 3,000 social sector organisations. Through our transformative skills and development programmes, we empower individuals from local grassroots initiatives to global organisations to become agents of change. In partnership, we have developed leadership programmes for people with lived and/or learned experience of racial inequalities, youth services, immigration systems, criminal justice systems, social immobility, homelessness, gender inequalities, health inequalities and climate change.

We aim to create a more equitable and inclusive society where individuals from all backgrounds have equal opportunities to lead, participate, and contribute to positive social change. Leadership Lighthouses, a strategic partnership programme, is our largest initiative to date that aims to address systemic inequities and promote meaningful and inclusive representation.

About Leadership Lighthouses

Leadership Lighthouses is a national programme that is funded by the National Lottery Community Fund². The programme follows on from a research project and a successful pilot that was delivered in 2022. ([Watch a short video about the pilot here](#)).

This programme supports the development of social purpose leaders from Global Majority communities, aiming to equip them with the knowledge, skills and networks required to strengthen their leadership and to drive transformative social change.

Over the course of four years, we will work alongside a range of expert partners, and specialist facilitators to reach around 300 leaders, primarily through local programmes in England. This is all in addition to national activities.

The Programme Coordinator will be critical to the success of this, coordinating all aspects of the programme. If you are committed to advancing racial equity, and thrive in a dynamic, values-driven environment, we invite you to join us in shaping a brighter future for social purpose leadership.

Person Specification

We seek a highly organised individual with exceptional attention to detail and the ability to communicate clearly and efficiently, who brings an inclusive approach and is driven to ensure that the Leadership Lighthouses programme is impactful, and delivers a positive experience for partners, participants and their communities.

- **Highly Organised:** Strong organisational skills enabling efficient planning and management of tasks, resources and timelines. Proven project management skills to achieve agreed outcomes.



- **Collaborative:** Efficiently managing internal and external relationships, and facilitating partnership working to deliver the best impact.
- **Communication:** Excellent communication skills (verbal and written), with the ability to adapt communications for various audiences.
- **Focused:** Able to think analytically, analyse data, extract key messages, and deliver information clearly. Strong attention to detail.
- **Pro-active:** Dynamic approach to managing tasks and deliverables. Forward thinking approach to problem-solving, with potential challenges and risks identified early and efficiently addressed.
- **Committed:** Passionate about social justice and believes in the power of learning and development in catalysing social change, particularly within racial justice and equity.

Role Description

The Programme Coordinator will be part of our talented, agile and welcoming team of eight. The Programme Coordinator will be line-managed by the Director of Programmes, and will work closely with colleagues in the Programmes and Marketing teams. The role requires collaboration across the organisation, as well as external expert collaborators, partners and a steering group. There are no line management responsibilities.

The key responsibilities of the role are to:

- Lead day-to-day programme coordination, ensuring milestones are met, project plans remain live and up to date, and risks or delays are proactively identified, communicated, and mitigated to support timely delivery.
- Act as the key operational contact for the programme, coordinating task allocation and communications with the programmes team, steering group, and wider stakeholders to ensure timely, high-quality information flow aligned with project milestones.
- Coordinate monitoring and evaluation schedules and data collection.
- Coordinate steering group meetings.
- Coordinate communications and agreements with facilitators, programme contributors, partners and venues.
- Coordinate participant recruitment processes, working closely with the Programmes Administrator and Director of Programmes to ensure smooth application, selection, and onboarding in line with project milestones.
- Support the Director of Programmes in moderating applications and conducting applicant interviews.
- Assess learner needs and coordinate learning and accessibility adjustments in collaboration with the Director of Programmes; hold meetings or calls with participants and facilitators to understand additional needs and ensure a positive programme experience, and liaise with relevant colleagues on implications for delivery.
- Coordinate logistics for both in-person and online programme sessions.
- Monitor the safeguarding inbox and liaise with the Director of Programmes, Safeguarding Lead, and facilitators to agree and implement appropriate follow-up actions.
- Support logistics and administration for facilitator training and development sessions.
- Monitor and track the programme budget, support financial reporting, and collaborate with the Director of Programmes to ensure efficient use of resources.
- Conduct desktop research in line with the location decision framework when establishing locations for future programmes.



- Coordinate and respond to participant communications, working in collaboration with the Programmes Administrator and Director of Programmes.
- Work with the Marketing team to provide regular updates on programme progress, providing relevant programme information to support marketing and promotional activities.

All staff are expected to work independently and as part of a team, manage work to meet multiple deadlines, build effective relationships and be proficient with Google Suite, online meeting tools and (ideally, but not a requirement) Asana and Salesforce.

Skills & Experience - (E=essential, D=desirable)

- Strong track record in successfully coordinating complex programmes or projects **(E)**
- Exceptional organisational and time management skills **(E)**
- Exceptional communication and interpersonal skills with the proven ability to communicate effectively with a range of stakeholders and audiences from diverse backgrounds **(E)**
- Financially astute and analytical with a proven track record of coordinating budgets **(E)**
- Exceptional problem-solving skills, with proven ability of pro-actively making evidence-based decisions with pragmatism and flexibility **(E)**
- Lived and/or learned experience of themes related to racial injustice. Passionate about social justice. **(D)**
- Ability to demonstrate a commitment to contributing to positive social impact and leadership development within the social sector. **(D)**

Terms and working hours

We are open to discussing flexible arrangements before or on application.

- This is a one-year fixed term contract role.
- You must be UK based to apply for this role.
- The role is to be fulfilled over a 35-hour week, ideally worked during our core working hours: Monday to Friday, 9:30am-5:30pm, with flexibility as required.

Place of work

- This is a hybrid role with one day a week (currently Tuesday) in our shared office space in London (Better Space, 127 Farringdon Road, London EC1R 3DA), the travel costs of which must be covered by the individual. We are open to discussing this arrangement further to accommodate individual needs and preferences.
- Further UK travel will be required on occasion, the costs of which would be covered by Clare Social Leadership.

Pay and benefits

- Salary for this role will be £30,000
- The post holder is entitled to 25 days of annual leave, in addition to UK statutory holidays.
- The office is closed for one week during the winter festive period (25-31 December), providing an additional three days of annual leave in addition to the above allocation.
- You have the option to join our contributory pension scheme. The employer's contribution is 3% with a minimum employee contribution of 5%.



Application process

We are committed to fostering an inclusive environment. We value and respect every individual, regardless of their race, gender, age, sexual orientation, disability or background. We actively seek to eliminate bias, promote equality and provide equal opportunities for all to showcase their talents and be evaluated solely on their qualifications, skills and potential. If you are passionate about making a profound impact and thrive in a dynamic, values-driven environment, we invite you to submit an application.

Applications are accepted **only via CharityJob**. Please upload:

- Your CV (two pages max.), including relevant work experience.
- A cover letter (one page max.), which addresses your suitability for and interest in the role.

In case of any questions, or if you would like to discuss the role, application process or interview further please get in touch at recruitment@cloresocialleadership.org.uk

Key dates

- Applications close: 11:59pm **Sunday 26 April 2026**
- Initial interview (online): **Wednesday 13 May 2026**
- Final interview (in person, in London): **Wednesday 20 May 2026** (flexibility can be discussed)
Travel expenses for in-person interviews will be reimbursed on submission of valid receipts.

We are committed to offering reasonable adjustments throughout the recruitment process and beyond. If you need support, or have any other questions about the role, please email recruitment@cloresocialleadership.org.uk. **Please note that applications will not be accepted via this email address, except where required as part of agreed adjustments.**

Registered charity number: 1136727

¹We use the term 'Global Majority' in this document because feedback from a broad range of stakeholders indicates that this is a well understood term that describes groups that are racially minoritised as non-white in the UK. We recognise that any collective term could potentially generalise the experiences of racially marginalised people by grouping them together. However, a collective term can help highlight any shared experiences and challenges. (The list of ethnic group used in the Census of England and Wales census can be found [online](#).)

² Thanks to National Lottery players, Clare Social Leadership has received five-year funding from The National Lottery Community Fund, the largest community funder in the UK. The funding will be used to support the leadership development of people from Global Majority communities.