



# Programme Officer

Recruitment Pack

## Letter from Chief Executive

Dear Candidate

I am delighted you are considering the role of Programme Officer at The Tudor Trust. I am very much looking forward to getting to know you during this process. The Tudor Trust is on a significant journey of transformation. I am proud that we are building on our 70-year history of grant making and responsible stewardship of a £220m endowment.

Our transformation began in 2024, with a commitment to using all our resources in ways that centre the ambitions of all the communities that we serve. This has meant paying attention to our culture and understanding our people as our assets, alongside our strategic approach to our grant-making.

As an endowed foundation, we understand our power and the importance of sharing this with our grant partners. By working collectively, we can connect to the power of knowledge, wisdom, lived experience and collective innovation that is held within our communities.

The culture we are building in our new iteration of Tudor centres systems thinking and a commitment to learning, so that we can act and build together. The willingness to work in this way and understand the importance of un/learning so we are in service to the ambitions of our communities is integral to every role at Tudor.

We are inviting you to join us on this journey. There is still so much to achieve, and we are ready to grow, so that we can go deeper into our strategy and explore how we can continue to resource the sector. Each grant we make is designed to complement the next and to enable communities to come together to achieve deep systemic change. We call this eco-system building.

Our recruitment practices are designed to open our roles to a diverse range of candidates. We are genuinely open-minded, and if our work resonates and you share our commitment to being the change we seek, then we look forward to hearing from you.

With very warm wishes,

Raji Hunjan (she/her)





# Who we are

## About Us

Tudor is an endowed foundation, with a wide remit to resource organisations who are building a more just future. We hold £210m in assets, and in 2026/2027, are committing £25m in grants and investments. With a long-standing commitment to grassroots communities, we are putting our money where power belongs.

We recognise that philanthropy has traditionally held power in ways that reinforce injustice - through its investments, programmatic priorities and funding allocations. We believe this form of exercising 'power over' should be rebalanced by fostering 'power with' and 'power within'. This means placing communities and individuals at the heart of our learning, providing resources to support their collective ambitions for transformative change in society.

To address the power imbalances within philanthropy, Tudor undertook a transformative shift to reshape every aspect of our work: from establishing a more independent governance structure to rethinking what we do with our resources and refining our operational systems, policies and practices. This led to the creation of the 'Change We Seek' framework which underpins our commitment to advance racial justice by resourcing power within communities. We want our grant-making to be purposeful, responsive, and led by the wisdom of communities who understand racial justice as a lens for community transformation and self-determination.

Tudor works in emergence - finding our place in the ecosystem of systems change and racial justice. Learning has become a cornerstone for driving meaningful and systemic change, and we actively incorporate our Justice, Equity, Diversity, Inclusion and Belonging (JEDIB) principles into our policies, roles, governance and leadership.



# Who we are

## Our Behaviours and Ways of Working

We have a strong commitment to people and culture, which we live through our behaviours framework so that we are accountable to each other and to our communities. Our internal practices focus on learning and systems thinking to that we can be iterative, based on how our understanding evolves about the complexity and interconnectivity between different parts of the system.

Behaviour	What this means at Tudor
<b>Bravery</b>	Standing by our convictions even when it feels hard.
<b>Compassion</b>	Practicing forgiveness and empathy towards ourselves and others.
<b>Creativity</b>	Reimagining for a more just world.
<b>Curiosity</b>	Showing openness and deep listening with the intention of learning.
<b>Humility</b>	Accepting responsibility and respecting people and planet.
<b>Integrity</b>	Aligning our behaviours with our actions.



# About the role

## Programme Officer

### Key information

**Salary:**

Up to £41,000

**Working Hours:**

35 hours per week

**Close relationships:**

Programme Officers, Learning & Knowledge Lead

**Location:**

Hybrid working arrangements - at least 3 days per week in the office

**Interviews:**

w/c TBC

**Contract:**

Permanent, full time

**Reports to:**

Tudor's Deputy CEO

**Direct Reports:**

N/A

**Closing Date:**

26 June 2026

## Our Interview Process

If you are invited to interview for our role, you can expect the following process:

- Stage 1: Interview with Tudor's Deputy CEO and a Programme Team colleague (virtual)
- Stage 2: Interview with Tudor's CEO and activity with the team (in person)



# Role Purpose

The Programme Officer role sits at the heart of Tudor's grant-making ambition: to build ecosystems for change, work through abundance rather than scarcity, and create the conditions in which communities can exercise genuine self-determination. This isn't just about distributing funds - it's about laying the foundations of a new system, one relationship at a time.

This is not a traditional grant-making role. Tudor's approach is relational, emergent and systems-led, and this role reflects that. If you're energised by complexity, comfortable sitting with uncertainty, and genuinely interested in how power and change interact - we'd love to hear from you.

This is a role for someone who enjoys bringing people, ideas and activity together. You will support programme delivery, partner relationships, events, learning and coordination across a wide range of work, helping ensure things move forward thoughtfully, reliably and with care. There is also real space for curiosity, reflection and growth - contributing insights, noticing patterns and helping Tudor learn from what we are hearing, seeing and experiencing.

You will join a collaborative, reflective team that works closely together through shared learning and collective problem-solving. We're looking for someone organised, thoughtful and dependable - someone who takes satisfaction in building strong relationships, holding tasks through to completion and working with the whole team and beyond to put ideas into action.

The programme team, under the leadership of the Deputy CEO, holds shared responsibility for making informed decisions about how Tudor's resources are stewarded and deployed in service of our mission. This asks you to lean in: to stay curious, to keep the mission and the communities we serve at the heart of everything, and requires a willingness to place Tudor's work/mission and the interests of the communities we serve above personal preference. You will contribute to a culture where colleagues hold one another accountable with care and integrity.

This is also a role designed to grow with you. We're not looking for someone who arrives with all the answers - we're looking for someone with the behaviours and the commitment to develop their practice over time within Tudor's evolving approach.



# Specific Responsibilities

## Relationships and ecosystem-led resourcing

- Develop and sustain relationships with partners, community organisations and peers over time.
- Support conversations through listening, follow-up, coordination and relationship stewardship.
- Contribute to the development and recommendation of grants and other forms of support.
- Prepare briefings, summaries, reflections and internal papers to support collective decision-making.
- Contribute to learning-focused grant stewardship, including check-ins, note-taking, capturing reflections and maintaining accurate records.
- Notice and share emerging patterns arising from partner relationships and programme activity.
- Work collaboratively with colleagues to ensure partners experience Tudor as thoughtful, relational and responsive.

## Programme Coordination and Delivery

- Coordinate programme activity, meetings, events, visits and partner gatherings from planning through to delivery and follow-up.
- Manage logistics, scheduling, preparation materials and documentation for programme activity.
- Track actions, timelines and commitments across multiple strands of work to ensure activity progresses and is completed reliably.
- Support the smooth running of programme systems, processes and internal administration.
- Maintain organised and accurate records, notes and programme information.
- Work closely with colleagues to help create clear, thoughtful and accessible ways of working across the team.
- Take ownership of practical follow-through, ensuring work is carried through to completion with care and attention to detail.



# Specific Responsibilities

## Learning, Reflection and Sense-Making

- Bring reflections, questions and learning from practice into team conversations, Learning Circles and reflective spaces.
- Participate in collective sense-making, including working with uncertainty, emergence and partial insight.
- Contribute to shared learning notes, reflections and synthesis in accessible and useful ways.
- Support Tudor's learning-led approach by helping connect insights across relationships, programmes and wider ecosystems.
- Contribute to a culture of curiosity, reflection and continuous learning across the organisation.

## Collaboration and Organisational Contribution

- Work collaboratively with Programme Officers and colleagues across Tudor.
- Participate in retreats, learning sessions, team gatherings and cross-organisational activity.
- Contribute to a supportive, thoughtful and mutually accountable team culture, where colleagues hold each other and are held to each other's commitments.
- Represent Tudor's values and behaviours in relationships and day-to-day practice.
- Support collective delivery by contributing flexibly to shared priorities and organisational needs.

As our organisational change initiatives progress, the Programmes Officer role will evolve, facilitated and managed by ongoing reviews conducted in collaboration with the Deputy CEO.



# Person Specification

If Tudor’s mission resonates with you and this role sparks your interest, we’d love to hear from you, even if your experience isn’t a perfect match on paper.

Experience	Essential	Desirable
The best person for this role will have experience of:		
Working in community, voluntary, grant making or social justice contexts	✓	
Experience in relationship-based work - whether that’s within community, funding, advocacy, or in other settings	✓	
Experience of facilitating or participating in learning, reflection, and adaptation processes	✓	
Coordinating projects, programmes, events or collaborative activity	✓	

Knowledge	Essential	Desirable
The best person for this role will have knowledge of:		
The power dynamics inherent in this role and an openness to untangling them in order to build trusting relationships with grant partners through active listening, curiosity, collaboration and compassion to build trust over time	✓	
Alternative approaches to grant-making and philanthropy		✓



# Person Specification

Skills	Essential	Desirable
The best person for this role will have:		
Adaptive Project Management skills: Able to plan, coordinate, and deliver complex work, while working in an emergent and iterative way, through changing contexts and an evolving organisation	✓	
Communication skills: Both written and verbal, to articulate key themes, develop reports, communicate with partners and represent Tudor externally, effectively conveying the organisation's mission and values	✓	
Strong organisational skills: Able to manage work consistently through to completion and to follow through on commitments	✓	

	Essential	Desirable
Alongside a commitment to Tudor's behaviours, you should be able to demonstrate:		
Commitment to justice, equity and community-led change	✓	
Curiosity, creativity and reflective practice	✓	
Ability to work relationally and collaboratively, with humility & care	✓	



# Our Commitment to Justice, Equity, Diversity, Inclusion & Belonging

Tudor values and celebrates the differences that make us who we are. We respect the unique differences that everyone brings to the table, whether it's age, cultural heritage, disability, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background. We encourage people from all backgrounds to apply.

If you'd like to know more about the role before you apply, and would like to chat to one of the team, please email [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk)

We are committed to making our recruitment process accessible. Please let us know if you require any adjustments at any stage of application, interview or within your role.



# How to Apply

We'd love to hear from you. Please apply online by **26 June** at:  
<https://hr.breathehr.com/v/programme-officer-47113>

You will need to submit your CV and supporting statement outlining why you are interested in this role and answering the questions below:

1. We strive to have a diverse mix of experiences, strengths and perspectives in our team. What are the elements that you would bring?
2. Why is it important to centre our grant partners in our approach and how is this linked to racial justice and resourcing communities?
3. Explain a time when you have worked in an emergent and iterative way? What skills and behaviours did you use? What insights did you learn?

The supporting statement can be completed in one of four different ways:

1. Written covering letter (no more than 2 sides)
2. Powerpoint (no more than 5 slides)
3. Audio recording (no more than 5 mins)
4. Video recording (no more than 5 mins)

**External recruitment agencies are not engaged at this stage.**

**Direct applications only please.**