



Programme Officer – World Habitat Awards

The Organisation

World Habitat is a UK-based independently funded housing charity - working globally to ensure everyone has a safe and secure home. Our 10-year strategy, launched in 2024, focuses on identifying and scaling innovative housing solutions to drive long-term change. We achieve this through three key steps:

Find & Recognise – We identify pioneering housing solutions that address major challenges and have the potential to become mainstream. Through the World Habitat Awards, run in partnership with UN-Habitat since 1985, we recognise and celebrate the most impactful projects worldwide.

Strengthen & Promote – We support award-winning projects to grow, providing grants, capacity-building, and tailored assistance through our global network. We increase their visibility and advocate for policy and systemic changes needed to enable their wider adoption.

Transfer & Take Up – We help proven solutions reach new locations and influence housing policies by working with partners, facilitating knowledge exchange, and supporting advocacy efforts at national and international levels. Where necessary, we challenge mainstream housing approaches to promote more effective and just solutions.

You can find out more about World Habitat here: www.world-habitat.org

Join Our Team at World Habitat

You will be part of a small, dedicated and experienced team that manages the World Habitat Awards, as well as the international initiatives and events that grow from it. You'll play a key role in supporting the Awards from launch to final award. This includes coordinating the year-long assessment process, managing records and data, and supporting colleagues across each stage. You'll also work with award winners and partners around the world to share learning and support the transfer of innovative housing solutions.

We are looking for someone who thrives on variety and has strong organisational, programme management and analytical skills. You'll be excited by the chance to collaborate with a diverse, global network of partners. Given the nature of our work, you'll need to be comfortable working virtually and adept at building strong relationships both online and in person. We also hope you'll have a desire to learn and develop your own area of interest within the housing sector.



This role offers the chance to make a tangible impact in the global housing sector, contributing to meaningful change and the promotion of better housing solutions worldwide.

We are particularly interested in hearing from people who have international housing experience, experience in project management and can work in English and one of our other two organisational languages (French or Spanish).

Please note, we can only accept applications from candidates who are eligible to work in the UK. Unfortunately, we cannot accept applicants on student visas and are unable to provide sponsorship for visa applications.

Your responsibilities will include:

Awards Coordination and Programme Management: Support the planning and delivery of the World Habitat Awards from launch to final award. This includes administration, research, events, publications, communications outputs and monitoring, as well as managing internal deadlines, compiling input from colleagues, and helping refine how the Awards are run.

Awards Assessment: Support a multi-stage assessment process over the course of the year. This includes reviewing applications against the Awards criteria, shortlisting entries, and supporting in-depth evaluation of shortlisted projects, including evaluation visits and input from external experts as needed. You'll also guide colleagues through each stage to ensure assessments are consistent and well evidenced.

Outreach and Applicant Support: Work with the Communications Team to identify potential awardees and encourage strong submissions. Act as the first point of contact for applicants and general enquiries.

Data and Learning: Maintain accurate records on Salesforce, produce reports, and improve how Awards data is used to share learning and show impact.

Collaboration and Grants: Help coordinate work with World Habitat Awardees, including Impact Grants, learning exchanges and other knowledge-sharing initiatives.

Stakeholder Relationships and Communications: Build relationships with international stakeholders at all levels, and support events, publications and social media monitoring. This includes contributing to activities developed through the World Habitat Awards Network as well as other initiatives in which World Habitat takes part.

This role is based in the UK and will require travel to our Leicester office every Monday, as a minimum, which will be self-funded. We are a flexible and family-friendly employer. We offer a 9-day fortnight, a 34.5 hour working week, hybrid working, a generous pension with up to 10% employer contributions, life cover and a competitive salary.



At World Habitat, we value diversity and are committed to creating an inclusive culture. We welcome applicants from all backgrounds and cultures, particularly those we would like to see better represented, such as those from ethnic minority backgrounds and those with disabilities, as we seek to increase the diversity of our staff team to reflect the wide scope of our work.

Please note that we will only be able to provide feedback to those candidates who are shortlisted for interview.

Starting salary £36,351

Subject to a cost-of-living increase in January, to be agreed by the board of trustees.

Deadline for applications: Monday 9th November 2026 (9am GMT)

To apply, please return the application form and equal opportunities form to Becky Mulligan at recruitment@world-habitat.org.

Interviews will be held online on 18th & 19th November.