



# Programme Officer (Internship)

## Job Description

**Salary:** £25,300 (London Living Wage)

**Contract:** Fixed term until March 2025; 37.5 hours per week

**Location:** London Fields, Hackney (with travel across Greater London)

**Target Start Date:** Monday 25th March

### Role at a glance:

Supporting our intergenerational social action programme which connects young people with their older neighbours in retirement homes. Delivering regular intergenerational workshops and designing activities for younger and older generations to tackle social issues in their communities.

This role is supported by the [Jack Petchey Foundation](#). Successful candidates will be part of the Jack Petchey Internship Programme where they'll have access to professional development workshops, a training bursary and mentorship.

# About InCommon

InCommon is a charity bringing generations together. We connect groups of young people with their older neighbours in retirement homes to learn and build friendships together. Our activities help to improve wellbeing for participants of all ages and build more connected, inclusive and age-friendly communities.

We are currently a dynamic team of 7, supported by a Trustee board. We partner with schools, youth groups, housing associations and other community organisations to connect people of different ages in meaningful ways that benefit everyone taking part. Since 2017, we have helped more than 2,350 people connect with someone from a different generation and older people have volunteered over 2000 hours sharing their knowledge, energy and experience to support young people's learning.

Our three main activities as an organisation are:

- **The Connect Programme** - connecting primary age children with their older neighbours in retirement homes.
- **Intergenerational Social Action Programme** - supporting younger and older people to come together to lead and create positive change
- **Training, support and consultancy** - supporting other organisations with intergenerational practice. We are currently developing an online platform to support more grassroots intergenerational projects to happen around the country.

## Our vision

We believe that we should all be able to stay part of our communities as we grow older. We want to foster social connections across generations and live in a world that supports us all, young and old, to live happy, healthy, fulfilling lives.

We seek to bring energy and joy into the lives of older and younger people, and deliver a delightful experience for our partners. We believe in creating supportive growth environments; we hope everyone learns something new (and we always do!).

**We believe in purpose**

**We make things happen together**

**We value delight**

**We are all learners**

**We include everyone**

# About the role

As a Programme Officer, you will be supporting the delivery and growth of our Social Action programme, connecting young people from schools and youth groups with older people in retirement homes across Greater London.

The role will enable you to gain frontline experience of youth led intergenerational work and drive forward real social change. You'll be joining InCommon at an exciting time of our development, with opportunities to shape our Social Action programme and make a difference to communities across London.

You will also be part of the [Jack Petchey Internship Programme](#) - a training and development opportunity designed for young people who are starting out in the charity sector.

## **Benefits of the Jack Petchey Internship programme include:**

- Joining a cohort of 30 other interns from different youth organisations in London and Essex
- Partaking in four professional development workshops throughout the year
- Attending a residential launch conference for the internship programme and end of programme celebration event
- Being matched with a mentor from the charity sector to support your professional development
- Access to a £1,000 training bursary to support your learning and growth



# Your responsibilities

## **Supporting the delivery of regular intergenerational workshops in retirement homes**

You will be supporting at our in person workshops, and you'll work towards being the lead facilitator on our Social Action programmes across London and the South East. You'll bring energy into the room whilst sensitively considering and accommodating the different needs of the participants, both young and old.

## **Supporting the design and development of our programmes**

You'll work closely with the Programme team to keep our intergenerational programmes fresh, stimulating and relevant for all age groups taking part. You will support the creation of resources that are tailored to and co-created with young people. Alongside this, you will engage with younger and older participants to generate new ideas, respond to feedback and ensure we're delivering a delightful and accessible experience.

## **Support all aspects of programme delivery**

You will work hard behind the scenes to make sure our programmes run smoothly, keeping our systems updated, preparing workshop materials and coordinating with the Programme team in weekly meetings.

## **Building and maintaining strong relationships with people of all ages**

Using your strong communication skills you'll build relationships with everyone taking part in an InCommon programme, from young people and older people to school teachers and staff working at the retirement homes.

## **Being the go-to friendly face for partner organisations**

You'll be the main point of contact for some of our partners, from head teachers at primary schools to management teams at the retirement homes. Your efficient, thoughtful and conscientious approach will build trust and lead to close working relationships.

## **Promoting InCommon to our wider network**

You'll help our Communications Manager keep InCommon's social media and communications fresh and up to date, creating new content that's relevant for our audiences.

# About you

We are seeking someone who can embody the values of InCommon, who is excited by empowering young people and the potential of intergenerational connections, and who shares our vision of bringing people of all ages together.

## **You're reliable, trustworthy and authentic**

You care about communicating well with those around you and you're able to bring out the best in people by listening and genuinely taking an interest in others. Integrity matters to you and you want to be part of a team that shares similar values.

## **You're conscientious, insightful and have an eye for detail**

You are highly motivated to develop your skills and deliver high quality work. Your thoughtful, organised approach means you're able to manage a varied workload in a supportive team. Your natural curiosity means you enjoy taking on challenges and learning new skills and you're always looking to reflect and improve.

## **You're an excellent facilitator and communicator**

You're a friendly, enthusiastic and inclusive communicator, interested in creating connections with people of all ages. You are also open to developing your group facilitation skills, especially in an intergenerational group setting.

## **You're motivated to learn and develop new skills**

You're highly self-motivated to develop your skills and deliver high quality work. Your thoughtful, organised approach means you're able to manage a varied workload in a supportive team. Your natural curiosity means you enjoy taking on challenges and learning new skills and you're always looking to reflect and improve.

## **You're flexible, responsive and enjoy working in a fast-paced environment**

You have a positive attitude and you're happy to pitch in with what is needed in a small team. You understand that working in a small charity requires flexibility and you're able to juggle multiple, changing priorities.

**The Jack Petchey Internship Programme is designed for young people who are starting out in their career in the charity sector after leaving higher education or completing one to two years of employment. The Jack Petchey Foundation provides funding to support young people in London and Essex and we would therefore expect applicants to have a strong connection with London or Essex and ideally be currently living in the area.**

# Benefits

- £25,300 (London Living Wage); FTE = 37.5 hours a week
- Hybrid working policy, plus some travel across Greater London
- 3% employer contribution to your pension
- Flexible working available
- 28 days paid annual leave per year (pro rata) excluding public holidays
- A strong commitment to learning and development through the [Jack Petchey internship programme](#)

## To apply

Complete an application form via [this link](#) (which can also be found on our website). As well as providing your contact details, the form will ask you to:

- Tell us a bit about yourself, why you want the job and why you'd be a great candidate, including how you meet the person specification (no more than 250 words)
- Tell us why you think intergenerational connection is important (no more than 250 words)
- Upload your CV

For more information about who we are visit [www.incommon.org.uk](http://www.incommon.org.uk) or email us at [hello@incommon.org.uk](mailto:hello@incommon.org.uk) if you have any questions about the role.

The closing date for the role is 11.59pm on **Monday 12th February**.

There is a 3-stage selection process:

1. Submission of application as outlined above
2. An initial phone interview
3. An interview and activity at our office in Hackney

Offers will be made subject to pre-employment references and a DBS check.

We are an equal opportunities employer and are committed to building a team with diverse voices and experiences. If you have any specific requirements (e.g. access, communication etc.) we should be aware of as part of the recruitment and selection process then please let us know when you submit your application.

InCommon will handle your data in compliance with GDPR law.

**InCommon**

