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| Role Title | Programme Officer |
| Reporting to | Programme Manager |
| Department | Programmes Team |
| Location | London & hybrid working |
| Working Hours | Full time (37 hours per week) |
| Duration | 1 year fixed term |
| Salary Band | £25,000 + |
| Application Deadline | 17th May 23:59hrs |
| Start Date | June/July 2024 |

About us

We know that many young people leave the education system without the key skills that they need to become the best versions of themselves. Pythagoras' theorem and Shakespeare are great but young people need to know how to communicate effectively, be confident in themselves, have raised aspirations and gain knowledge of wide ranging industries.

At 2-3 Degrees we help young people prepare for their future by delivering fun, activity based learning through role models with lived experience to inspire and equip them with the key skills they need to become the best versions of themselves.

Based on our lived experience we are committed to working with the 'forgotten middle' who are young people that may not be supported by a gifted and talented programme, or have targeted interventions aimed at addressing behavioural challenges and/or are at risk of exclusion or becoming NEET. We work with the 'forgotten middle' because we believe this large group of young people, if nurtured positively, can improve their chances and fulfil their potential.

We are a multi-award winning personal development social enterprise that delivers our workshops and programmes across the UK in partnership with educational institutions, youth organisations, funders and a range of employers.

Our impact and success can be told through the thousands of young people that we have worked with which you can see more [here](#).



Our mission is for every young person to develop the personal development skills necessary to become the best version of themselves

We are committed to creating a team that works together to achieve this future.

Our Principles

Role Overview

The Programme Officer role will report to the Programme Manager and sit within the Programmes Team.

The Programme Officer will be responsible for coordinating and delivering a number of different services. You will have a clear focus of delivering high quality programmes that are run smoothly, efficiently, within budget, and achieve the desired outcomes and objectives for both the partners and the young people.

You will support others within your team to deliver high quality programmes from programme initiation through to evaluation and review, that will directly contribute to the company's growth strategy and impact.

The Programme Officer will also be a key member of the department and contribute to systems and maximising efficiency, delivering programme coordination to an excellent standard that produces high impact for our young people and partners.

In this role, you will work closely with our Youth Ambassadors, Facilitator Team, and Digital Communications and Marketing team.

Key responsibilities

Strategic

- Contribute to Programmes Team strategy, from lessons learnt, when coordinating programmes and work collaboratively with other Programme Managers and Programme Officers to achieve departmental and company objectives
- Support the Programme Manager with coordination and administration to deliver high quality programmes to young people
- Ensure that young people play a strong leadership and influencing role in our work
- Demonstrate effective use of strategic and operational processes that ensure efficiency and delivery of high quality services



Leadership

- Lead the coordination and delivery of the programme from beginning to end
- Coordinate the further development of youth ambassadors that will help them contribute to effectively to the programme
- Ability to delegate tasks to volunteers and support them through to completion
- Take an active role in supporting Programmes team, to develop effective, high quality service delivery and contribute cross-departmental projects and initiatives as required
- Ensure consistent systems, policies and practices are upheld across the team

Knowledge/Skill

- Coordinate and deliver programme plans and implement key activities such as monitoring programme budget, participant feedback, risk register, in order to keep the programme on track, and report on progress against key objectives
- Provide key data collection, and administration for the purpose of monitoring and evaluating the programme or service
- Support with day to day programme partnership responsibilities to the 2-3 Degrees standard
- Use databases efficiently and accurately to coordinate the programme attendance, impact, expenditure against budgets, demographic data, and other key information that achieves the programme objectives

Communication

- Be a key point of contact for young people throughout the programme lifecycle
- Take a lead in attracting and retaining young people to our programmes using a range of communication tools and styles
- Liaise with key stakeholders such as businesses, schools, other organisations and new partners to build genuine collaboration on projects, including keeping them updated with the programme delivery
- Initiate, develop and maintain positive relationships with key stakeholders and young people
- Represent 2-3 Degrees with excellence at external events
- Coordinate with the Digital Communications and Marketing department to ensure timely and consistent flow of information across internal and external communications

Person specification

- Ability to adapt communication style confidently and still be engaging with a variety of internal and external stakeholders, such as young people, businesses, colleagues and those who work in the public and youth sector
- Self-motivated and an ability to work in a small team as well as independently, with a creative and proactive attitude
- Adaptable to work with a variety of situations, diverse people and groups and willingness to fill resource gaps to get the job done



- Ability to seek continuous improvement and learning for self, team and the organisation
- Excellent verbal and written communication skills including presentation and report writing to internal or external stakeholders

Experience

- Strong IT skills particularly the using G suite (Sheets, Docs, Slides, Excel etc.) as well as the willingness to learn new digital skills as required
- Experience using applicant management and/or CRM systems
- Experience of working with young people or a good understanding of how to engage, especially those within the 'forgotten middle' (See About section)
- Knowledge of planning and coordinating youth programmes
- Experience working directly with key stakeholders to manage and grow a relationship and/or partnership
- Ability to plan, organise and competently manage public events

Desirable

- Project management experience or 2-5 years industry work experience
- Experience of facilitating workshops to young people aged 11-25

Equal Opportunity Employer Statement

We are an equal opportunities employer and are committed to building a team with diverse voices and experiences. We are proud to be a diverse team led by young people and represent the community we serve. We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable request.

We can provide reasonable adjustments throughout our recruitment application process and on the job, and we'll always endeavour to be as accommodating as possible. If you have particular needs or requirements, please get in touch Info@2-3degrees.com



Team Culture & Company Benefits

- 28 days annual leave plus bank holidays plus Christmas break
- Hybrid and flexible working
- Three day volunteering leave
- An auto-enrolment with pension scheme in line with Government guidance
- Dedication to staff wellbeing with access to free 24/7 Employee Assistance Programme
- Regular fun, engaging and dynamic team building activities to build team cohesion
- Opportunity to take real ownership in a collaborative and dynamic team
- A strong commitment to personal and professional development with regular 1:1 support
- Positive work environment that celebrates diversity

How to apply

The deadline for applying for this role is: 10th May 23:59hrs (although we will be interviewing as and when suitable candidates apply)

1. Submit your tailored cover letter and CV detailing why you want to work with 2-3 Degrees and your experience

If you have any questions please email ea@2-3degrees.com with the job title as the subject.

If you would like to access the application form in a different format or if you would like any assistance that might help improve your experience while completing the application, please contact us by email

