

Job description

Programme Officer

Reporting to:	Various
Salary:	Competitive plus excellent benefits
Grade:	Level 12
Contract type:	Permanent, full time or part time
Hours per week:	37.5 hours per week for full time. All staff are required to work in person for a minimum of two days per week, in line with our hybrid working policy. The post-holder may be required to undertake some work outside normal working hours.

About the Health Foundation

Health is our most precious asset. Good health enables us to live happy, fulfilling lives, fuels our prosperity and helps build a stronger society. Yet good health remains out of reach for too many people in the UK, and health and care services are struggling to provide access to timely, high-quality care.

The Health Foundation is an independent charitable organisation with a mission to build a healthier UK. We work to achieve this by generating high quality research and analysis; developing practical solutions to the biggest problems in health and health services; engaging, convening and building coalitions to build understanding, inform debate and drive action; and developing the long-term capability needed to transform health and care.

[More about us](#)

The Health and Care Policy and Health and inequalities directorates

The Health and Care Policy and Health and inequalities directorates are responsible for delivering portfolios of programmes and wider activities to deliver the Foundation's strategy and mission. Their role is to take forward integrated strategies for these areas that support the Foundation's mission and to ensure that impact is delivered in coordination with the Foundation's enabling research, analysis, communications and corporate services teams.

About you

We expect everyone who works with us to be committed to our values and to share our commitment to becoming a more diverse and inclusive organisation. Our values are **impact, evidence, integrity, and collaboration**. We also expect everyone to share our commitment to becoming a more diverse and inclusive organisation and to help deliver our [EDI strategy](#).

You will have a proactive and flexible approach to your work with experience of management programmes, and the flow activities that are required to support procurement or grant awards and management.

You will have:

- A flexible approach to their role and to work
- A forward looking and committed attitude to supporting the delivery of complex programmes of work.
- The ability to work with people from a wide range of backgrounds and skills.
- A high level of professionalism, fostering trust by acting with integrity, discretion and accountability

Purpose of the role

The Programme Officer plays a critical role in enabling policy design, development and management of projects and programmes, including managing project documentation, monitoring and tracking the portfolio progress and spend and proactive risk and issue management. Excellent project management and organisational skills are essential for this role, as is a proactive, solution-focused and professional approach.

This role is ideal for someone with strong communication and planning skills who enjoys working across multiple workstreams in a fast-paced environment.

Key responsibilities

Project and Programme Coordination & Delivery Support

- Supporting the planning and delivery for specific programmes of work applying good project management principles. This includes: advising on internal approvals, developing timelines and project plans; planning and monitoring budgets; preparing

progress updates and sharing key learnings, and identifying and managing risks escalating as needed.

- Organising, managing and attending events, such as programme workshops with responsibility for all practical arrangements including liaising with participants and speakers, developing materials, venue selection, catering, and ensuring overall value for money and smooth running on the day.
- Support the Programme Lead to maintain a high-level overview of specific thematic programmes, including communication outputs and taking responsibility for keeping corporate and local trackers and systems up to date with progress.
- Support change control processes, documenting decisions and impacts.
- Highlight emerging concerns that may affect project scope, cost, or timeline.
- Coordinate post-programme reviews to identify areas for improvement in our processes for future schemes.

Grants and procurement support

- Proactively manage the end-to-end processes of grant awards and contracts, including, preparing funding agreements, resolving contractual issues, checking invoices and making timely payments, dealing with variations, regular reviews with grant holders and understand progress and spend and identify any resolve issues early, escalating to Programme Lead or wider management and leadership as needed.
- Work with the central funding, procurement and partnerships team to manage the tendering, application and selection and assessment processes to ensure selection of high-quality award holders and providers. This includes supporting with tendering documentation, organisation of short listing and interviews, building and testing of selection processes on the online application portal, and providing first line support to internal and external stakeholders.
- Follow agreed policies and frameworks to support the commissioning and contracting processes for services, including development of specifications, and robust and transparent selection processes and payment records.

Stakeholder Engagement

- Supporting the identification and mapping of relevant stakeholders and working with colleagues to develop and build relationships
- Build and maintain good working relationships with internal and external stakeholders and grant holders to help achieve desired outcomes
- Respond to queries and coordinate responses on behalf of the project team.
- Help ensure effective communication across teams and workstreams.

Wider contribution

As with all employees within the Foundation, as a postholder you will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. You will also be expected

to play a role in supporting the development of your team to enable continuous improvement and effectiveness.

As we do not provide visa sponsorship, candidates need to have the right to work in the UK at the time of appointment.

Person specification

Criteria	How we will assess this	Essential or Desirable
Knowledge and experience		
Evidence of managing multiple projects of varying complexity with stakeholders to further organisation's strategic goals, including preparing project delivery plans, monitoring tools, risk management	CV, Supporting statement, Interview, Assessment	Essential
Demonstrable experience of award and/or contract management - Familiarity with project management methodologies (ideally a recognised project/ programme qualification such as Prince2, MSP)	CV, Supporting statement, Interview, Assessment	Essential
Experience of managing meetings and events in a hybrid environment, including taking full and accurate records	CV, Supporting statement, Interview, Assessment	Desirable
Experience with using collaboration tools	CV, Supporting statement, Interview, Assessment	Essential
Experience in public sector, nonprofit, philanthropic, academic, or regulated environments	CV, Supporting statement, Interview, Assessment	Desirable
Skills and abilities		
Strong organisational and time management skills with the ability to work effectively and at pace on a number of priorities concurrently and to tight deadlines	CV, Supporting statement, Interview, Assessment	Essential
Excellent written and verbal communication skills	CV, Supporting statement, Interview, Assessment	Essential
Strong attention to detail and accuracy	CV, Supporting statement, Interview, Assessment	Essential
Able to remain agile and flexible to change and reacting swiftly and professionally to ad hoc urgent requests	CV, Supporting statement, Interview, Assessment	Essential

Excellent interpersonal and team working skills with the ability to build strong productive relationships with both internal and external stakeholders at all levels	CV, Supporting statement, Interview, Assessment	Essential
A commitment to continuous improvement, striving to find new and improved ways to deliver effective project work	CV, Supporting statement, Interview, Assessment	Essential
Behaviours		
Impact – manages programme and project deliverables to deliver the Foundation’s impact	CV, Supporting statement, Interview	Essential
Evidence – uses evidence effectively in understanding programme deliverables	CV, Supporting statement, Interview	Essential
Integrity – works with colleagues to address difficult issues and learns from the process of delivery	CV, Supporting statement, Interview	Essential
Collaboration – works effectively with a wide range of colleagues from across the Foundation to deliver programme requirements	CV, Supporting statement, Interview	Essential
Commitment to Equity, diversity and Inclusion (EDI) – An understanding of, and commitment to, equity, diversity and inclusion in the workplace and in all we do	CV, Supporting statement, Interview	Essential

The above is not an exhaustive list of duties. You may be expected to perform different tasks as necessary, based on your changing role within the organisation and overall business objectives.