Classics for All



Programme Officer Recruitment pack

Closing date: 12 noon, Monday 16 November 2026
Salary: £29,200pa
Hours: 1.0 FTE – 37.5 hours per week
Contract: Fixed term until 30 September 2027
Location: Office (London)/hybrid

Contents

Welcome	Page 3
About Classics for All	Page 4
The role	Page 7
Role description	Page 8
Staff benefits	Page 12
How to apply	Page 13



Welcome

Thank you for your interest in this role at Classics for All.

We are a small and ambitious charity with a big vision: to give every young person in the UK – regardless of background or postcode – the opportunity to explore the ancient world through language, culture and history. We believe that classical subjects can unlock curiosity, confidence and critical thinking, and we work in partnership with schools, teachers and communities to make that vision a reality.

Our team is passionate, collaborative and deeply committed to educational equity. We are proud of the impact we've made so far – supporting more than 1,300 schools and training thousands of teachers – but we know there is much more to do. That's why we're excited to welcome new colleagues who share our values and want to help us grow our reach and deepen our impact.

Whether you're a classicist, an educator, a fundraiser, or someone with transferable skills and a belief in our mission, we hope you'll consider applying. We're committed to inclusive recruitment and welcome applications from people of all backgrounds and experiences.

We look forward to hearing from you.

Warm wishes,

Jo Hobbs MBE
Chief Executive



About Classics for All

Classics for All opens up opportunity for children and young people who would otherwise miss out on Classics. We give UK teachers free training, resources and ongoing support to introduce and sustain Latin, Ancient Greek, Ancient History and Classical Civilisation, helping their pupils broaden their horizons and realise their potential.

> “Latin is important and it has helped me a lot especially with my grammar and spelling. I enjoy Latin (even when it is confusing) because it is a fun challenge. Latin is one of my favourite subjects because when you understand it, everything clicks into place.
>
> Year 10 student with English as an Additional Language
> Acland Burghley School, London”

We are currently developing a new strategy to guide us through the next few years, meaning that you are joining us at a great moment to help lay the foudnations for our future impact.

Draft vision

Every child and young person has the opportunity to realise their potential through discovering the wisdom and wonder of Classics.

Draft Purpose

We exist to broaden horizons and open up opportunity for children and young people through Classics.

Draft mission

We support teachers to introduce and sustain Classics in the classroom, opening up opportunity for children and young people who would otherwise miss out.

- Build cultural capital, giving every child access to the knowledge and confidence to thrive.
- Empower state schools and teachers to bring Classics to life in every classroom.
- Champion the value of Classics as a vital part of a broad, rich and inclusive education.



Draft strategy headlines

Deepen impact

We will redefine and strengthen our offer for schools and young people, ensuring it is responsive, relevant and transformative. We will measure and amplify the impact of Classics on students' aspirations, cultural capital and love of learning, supported by robust systems that ensure long-term sustainability.

Expand access

We will champion inclusive, engaging Classics that reflects the diversity of today's classrooms – removing barriers to participation and helping every child to see the relevance of the ancient world to their own lives.

Elevate profile

We will raise the visibility and voice of Classics for All, challenging outdated perceptions and making a compelling case for Classics as a subject that belongs to everyone, everywhere.

> "Classics for All was absolutely key in helping our college increase our classical language provision. Since 2017, every single student at Reigate College has been given the opportunity to study Latin and Ancient Greek, regardless of the subjects they study, their academic ability or financial situation. At open evenings, parents often comment on how unique this is and how they wished they had been given the same opportunity."
>
> Teacher, Reigate College

Classics for All does not replace statutory funding, nor offer long-term subsidies to schools. We offer training and support so that children and young people, parents, schools and policy makers recognise the benefits of learning about the ancient world and make Classics part of the mainstream school curriculum.



What we do

Classics for All is a national charity offering training, support and resources to state schools across the UK to enable them to introduce or sustain Classics.

In 2025 we:

Supported 279 schools with 697 training sessions

Delivered five online CPD sessions reaching teachers in 65 schools

Taught Ancient Greek to 67 pupils through our Greek academies

MORE INFO

- 2025 Impact awards
- Newsletter
- Background reading



Programme Officer

Why this role matters

Classics for All opens up opportunity for children and young people who would otherwise miss out on Classics. We provide UK teachers with fully-funded training, resources and ongoing support to introduce and sustain Latin, Ancient Greek, Ancient History and Classical Civilisation, helping their pupils broaden their horizons and realise their potential.

As Programme Officer, you will help turn that purpose into practical support for schools. By coordinating applications, keeping programme activity on track and supporting clear, timely communication, you will help teachers access the support they need to bring Classics to their pupils. You will also bring together the data, feedback and stories that help us understand who we are reaching, what difference our work is making and where we need to do more. It is a hands-on role in which your organisation, attention to detail and relationships with schools and colleagues will help create opportunities for more young people.

You will be part of a small and collaborative Programme team, and will work closely with Regional Network Coordinators as well as with colleagues across the charity.

Diversity and inclusion

As a social mobility charity, being inclusive is a fundamental value of Classics for All. We welcome applications from all eligible people and are particularly keen to receive applications from those who are from communities that are less represented within the Classics community, such as those from minoritised ethnic backgrounds and those with disabilities. It does not matter if Classics was offered at your own school. You do not need to be a classicist to join our team – there are no Latin tests!



Role description

Position Title	Programme Officer
Location	King's College London/hybrid
Working hours	1.0FTE (37.5 hours per week)
Reporting to	Programme Director
Responsible for:	No direct reports – may support volunteers and/or interns
Key internal stakeholders	Programme Director, School Support and London Network Coordinator, Operations Intern, Communications Team, Network Coordinators
Key external stakeholders	Schools, teachers, trainers, academics, universities, partner organisations and grant recipients

Overall Purpose

The Programme Officer helps make Classics for All's initiatives work effectively day to day. They coordinate applications and enquiries from schools, maintain accurate programme and participant data, support monitoring and reporting, organise programme activity and help improve the systems and processes behind our work.

This is a varied, hands-on role for someone who enjoys organising information and activity, communicating with different people, working accurately with data and systems, and finding practical ways to make processes work better.

Working closely with schools, Network Coordinators and colleagues across the charity, the postholder will help ensure that programme activity is well organised, responsive and accurately recorded.

School support processes

- Act as a key point of contact for schools seeking support from Classics for All.
- Coordinate school support applications and requests, including promoting opportunities, administering application rounds, checking applications against published criteria, preparing information for funding decisions, communicating outcomes and maintaining accurate records of applications, awards and outcomes.[
- Work with colleagues and Network Coordinators to coordinate timely support for schools and administer specific programme initiatives and projects.

Monitoring, Evaluation and Reporting

- Coordinate the charity's annual monitoring processes, including the collection, collation and validation of data from schools and programme participants.
- Prepare monitoring summaries, data extracts, dashboards and draft reports to support internal decision-making, trustee and funder reporting, and the charity's understanding of programme reach, outcomes and impact.
- Identify opportunities to improve monitoring systems, data quality, reporting and evidence collection, and support the implementation of agreed changes.

Programme development and systems

- Maintain accurate and consistent records of enquiries, applications, school engagement, funded activity and progression through the school-support journey.
- Support the effective use and continued development of Salesforce across programme activities, including improvements to participant and beneficiary data.
- Document programme procedures and contribute practical suggestions for making administrative processes clearer, more efficient and easier to follow.

Events and Network Support

- Coordinate the administration and logistics of Network Coordinator meetings, programme away days and selected events, including arrangements, communications, materials and follow-up.
- Work collaboratively with Network Coordinators to support programme objectives and regional activity.
- Work with the Communications team and Network Coordinators to source feedback, case studies, quotes, photographs and stories from schools and programme participants.
- Provide administrative and logistical support for major charity events, including the Impact Awards, as agreed with the Programme Director.



Programme Communications

- Work with the Communications team and Network Coordinators to gather programme information, feedback, case studies, quotations, photographs and stories from schools and participants.
- Support the accurate and timely promotion of programme opportunities, events and impact to schools and other stakeholders

Other

- To be an active and inspiring ambassador for the Classics for All brand, proactively promoting the charity externally, building networks and identifying opportunities to introduce Classics for All to new audiences.
- To be an effective member of the wider staff team, sharing ideas and collaborating with colleagues, partners and volunteers to help advance Classics for All's mission.
- To conduct all activities in line with our values and in a manner which promotes and enhances Classics for All's image and reputation

Additional information

- To undertake any other duties that may be reasonably required to fulfil the duties of this post
- The role may involve travel within the UK, the cost of which will be covered by Classics for All.
- Occasional evening work is required for which Time Off In Lieu (TOIL) can be taken, therefore the post-holder must be flexible and able to stay overnight away from home.



Person specification

Knowledge

- Understanding of, or interest in, widening access to educational opportunities.
- Collaborative and service-focused approach.
- Commitment to equality, diversity, inclusion and safeguarding.
- Understanding of the UK education system

Experience

- Coordinating administrative processes involving multiple activities, stakeholders and deadlines.
- Maintaining accurate information in a database, CRM or comparable system.
- Collecting, checking and summarising information or data.
- Responding to enquiries and communicating professionally with a range of people.
- Organising meetings, events, training or related programme activity.

Skills

- Excellent organisation and attention to detail.
- Ability to prioritise competing work and meet deadlines.
- Ability to identify inaccuracies, gaps and opportunities for practical improvement.
- Clear written and verbal communication.
- Confidence using Microsoft 365 and ability to learn new systems.
- Ability to work independently while communicating progress, problems and support needs.
- Ability to handle sensitive information appropriately.

Values

- Supportive of the vision, mission and values of Classics for All, with a collaborative, flexible and positive approach to widening access to Classics for all young people.



Staff benefits

Salary
At Classics for All, we are committed to transparency and fairness in our pay practices. All new hires are placed at the starting point of the relevant salary band for their role. This ensures consistency across the organisation and reflects our responsibility to manage charitable funds carefully. We offer pay progression, which is reviewed annually and based on both individual performance and the financial sustainability of the charity. While we strive to reward growth and contribution, any increases are subject to affordability and the wider context of our funding and priorities.

As an Officer, this post is offered at £29,200 on a full-time basis. This salary will be reviewed in January 2027.

Annual leave
Classics for All offers a standard annual leave entitlement of 25 days per year, pro-rated for part-time staff and those joining partway through the leave year. In addition to this, staff receive all England Bank Holidays and benefit from a period of business closure between the Christmas and New Year Bank Holidays. This time off is provided in recognition of the importance of rest and wellbeing, and we aim to support a healthy work-life balance across the organisation.

Employee support
We are committed to supporting the wellbeing of our team. All staff have access to our Employee Assistance Programme (EAP) provided by Health Assured. This includes a 24/7 confidential helpline offering emotional support, counselling and practical advice on a wide range of issues, from mental health and relationships to legal and financial matters. The EAP also includes access to a library of online resources and self-guided wellbeing programmes designed to support both work and life outside of work.

Flexible working
At Classics for All, we offer flexible working patterns to support a healthy work-life balance. This includes flexibility around working hours and the option to work remotely for part of the week. Our current expectation is that all full-time staff work from our office in central London three days a week (Tuesday to Thursday) to support collaboration and team culture. Some roles may require more frequent office presence depending on operational needs, and this will be discussed and agreed with the hiring manager during onboarding.



How to apply

The closing date for applications is 12 noon on Monday 16 November 2026. Please apply via this link. The questions you will need to answer are listed below for ease of preparation. You will also be asked some diversity monitoring information. Please be assured that this information will not be used as part of the screening process.

If you have any questions, please send these to info@classicsforall.org.uk with the subject line of 'Programme Officer.'

Unfortunately, we are unable to give feedback to applicants not shortlisted for interview. We actively try to provide feedback to candidates interviewed.

By submitting an application, you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personal record if you are successful, and for sensitive data to be anonymised and used for the purpose of diversity monitoring.

We are planning to hold interviews w/c 23 November 2026 in person at our offices in London (WC2R 2LS)

Questions

Each question has a maximum word allowance of 150 words. Please keep each answer within the stated word limit. We are looking for focused, specific answers, so keep the background brief and concentrate on what you personally did and why. We are interested in your personal reflections and experiences. Please use specific examples wherever possible. There are no right answers, and we are more interested in understanding your thinking, motivation and approach than polished or technical responses. You do not need experience of Classics to apply. Your example can come from employment, education, volunteering or another setting.

1. Tell us about one occasion when you had several different tasks, deadlines or responsibilities to manage at the same time. What was competing for your attention, how did you decide what to prioritise, and what did you personally do to make sure things got done?
2. Tell us about one occasion when someone needed an answer or update that you could not immediately provide. What did you personally do, how did you decide what you could tell or promise them, and what happened next?
3. Tell us about one occasion when you noticed that a process or way of working could be improved. What wasn't working, what did you personally do to improve it, and what difference did your actions make?