

SNOWDON

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SNOWDON TRUST
INVESTING IN STUDENTS
WITH DISABILITIES

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Job Description

Job Title:	Programmes Officer
Salary:	£27,000 plus 5% pension
Holiday:	25 days per year in addition to all public holidays
Location:	Hybrid, working from home with 1-2 days a week in person in Southwater, near Horsham and variable locations
Working hours:	Full-time 35 hours/5 days per week
Contract:	Permanent
Responsible To:	Head of Programmes
Works with	Finance Manager Selection Panel Fundraising Manager CEO

About the Snowdon Trust

The Snowdon Trust is dismantling barriers and championing equality for disabled students and graduates. We aim to equip disabled students and graduates with the tools, resources, and opportunities needed to thrive, and challenge systematic barriers and structures that prevent them from achieving educational and career goals.

- **We deliver two financial award programmes.** Grants provide crucial financial support to cover additional costs incurred by disabled students that otherwise disadvantage them. Annually, we allocate approximately £250,000 to alleviate the financial burden of disability for items like mobility equipment, accessible accommodation and assistive technology. The Snowdon Master's Scholarship, worth up to £30,000, is awarded annually to a small number of exceptional disabled students, accelerating their journey into workplace leadership. These financial awards help level the playing field and support disabled students to succeed academically and professionally.

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- **We've established the Disabled Leaders Network (DLN):** The DLN is a dynamic forum for disabled students and graduates to connect and collaborate on themes of leadership and disability. This member-led network empowers its participants through speaker events, webinars, and information-sharing to upskill and support them to drive disability inclusion. The DLN is a hub for change-makers and the disabled leaders of the future.
- **Partnerships, Research, and Campaigning:** We commission wide-scale research to understand and address the needs and challenges faced by our community. We collaborate with other organisations to leverage expertise and add value to our initiatives. Through strategic partnerships, research, and advocacy campaigns, we aim to contribute to a more inclusive society. Our research informs policy and practice, while our campaigns raise awareness and drive systemic change for disability inclusion.

Your role

Yours is a critical role at the heart of our charity. You will be the first point of contact for anyone reaching out to us for support across the range of our programmes and you'll guide them throughout their relationship with us.

A core part of your role will be to support our financial award programmes. This will include supporting and guiding applicants through the application process, screening applications, helping to prepare papers for selection panel reviewers, and onboarding and communicating with applicants after the award decisions have been made.

You'll ensure that information and signposting for students is clear and effective and keep our information channels up to date including the creation of social media content which provides information to applicants.

It's an exciting time to join the Snowdon Trust – we're working on a new three-year strategy to help us meet our accessibility and inclusion goals for disabled students. It's likely that our programme activity will expand and you'll be able to get involved from the outset.

This role is ideal for you if you enjoy interacting with people, have good administrative and organisational skills, are proactive, and have a solution-focused approach.

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You

The information here gives you guidance about the person we hope will join the team, and the experience and skills that will be useful. We are a small team with big ambitions, and we are passionate about the people we support. We know many of our awardees by name.

You'll be happy to dive into your independent work, but you will be a team player who can work collaboratively with our small staff and volunteer team to continuously add value to our charitable activities. You will have a genuine interest in our work, along with the curiosity and desire to learn and develop further expertise that enables our small team to deliver big value across all our programmes.

You will be an astute and empathetic communicator, able to build the right rapport with applicants and grant holders, and you will be organised and flexible in your approach.

Above all, you will have a demonstrable passion for our work. We are particularly keen to receive your application if you have lived or professional experience in the areas of our work. Disability is represented in every tier of our staff, trustee and volunteer teams, and as a Disability Confident committed employer, we will guarantee you an interview if you are disabled and meet the minimum person specification for the role.

Experience in some or all the elements of this role will be helpful, but we are just as interested if you have the right skillset and aptitude for the role, even if you don't have specific prior experience. If you're not sure, then please call us for an informal conversation.

Key Responsibilities

➤ Administration

- Act as the key point of contact for award applicants, offering advice and guidance as required, including signposting to other sources of support.
- Provide administration across the full grant cycle using our grant management software and other IT systems
- Screen applications for eligibility and conduct appropriate due diligence
- Help prepare papers for selection panel meetings, including application summaries and panel overviews.
- Lead communication with award recipients, including award notifications, onboarding into our community, report collecting and general keeping in touch.
- Collect grant reports and other data and use this to help monitor performance and impact for internal and external stakeholders.
- Contribute towards the development and implementation of effective workflow processes which provide excellent customer experience to our award recipients and support the development of a thriving alumni community.
- Maintain data in line with our GDPR and data retention policies.
- Liaise with grants management platform developers to resolve technical issues or queries that may arise.
- Be alert to issues and trends that emerge in your communications with students which shine a light on the disabled student experience, e.g. gaps in support from other providers, or any other issue which might influence our work.

➤ Communications

- Write, edit and publish content and marketing materials relating to the financial awards programmes for website, social media, email and print
- Contribute to promotional strategies for financial awards programmes including the creation of grant success stories and execute marketing campaigns for financial awards rounds via social media and using our contacts databases
- Maintain and update contact database and mailing list
- Maintain and update applicant-facing sections of our WordPress website.
- Support all Snowdon Trust events as part of our core team, e.g. online webinars, cheering London Marathon runners, in-person student and donor events.
- Other reasonable duties that may be required from time to time to meet the objectives of the charity.

Person Specification

E = essential D = desirable

Knowledge and skills	E	D
Understanding and knowledge of grant-making		x
Experience using grant management software and carrying out grant assessments		x
Good IT skills, across a range of office software packages and able to process and present data effectively	x	
Excellent verbal and written communication skills – able to assimilate information and prepare clear and concise content	x	
Knowledge of or experience in education and/or disability sector including funding and benefits		x
Ability to think strategically and able to present ideas and thinking.	x	
Experience generating media content including social media campaigns, web content, newsletters and mailings		x
Personal qualities and abilities		
Passionate about our cause and driven to deliver results	x	
Good interpersonal skills and a collaborative working style	x	
Ability to work independently and self-start	x	
Well-organised, detail oriented and deadline-focused	x	
Empathetic and sensitive to the needs of applicants and colleagues	x	
Flexible and diplomatic with a high regard for confidentiality	x	
Enthusiastic and highly-motivated	x	
Comfortable with change in an evolving organisation	x	
Able to anticipate requirements, whilst understanding the need to check in and consult where appropriate.	x	
Commitment to learning and development	x	

Recruitment Timetable

Deadline for applications	5pm Friday 30 August 2024
First interview	Friday 6 September 2024
Second interview (if required)	Wednesday 11 September 2024
Decision made and candidate notified	No later than Friday 13 September 2024
Anticipated job start date	Early October 2024 or sooner

Recruitment Process

How to Apply

To apply for the role, please email us at info@snowdontrust.org with your CV and a covering letter which explains why you are the best candidate for the role. Please contact us to discuss any accessibility arrangements you may need, either at the same email address or by telephone, 01430 732899. **Please send your application to us by 5pm on Friday 30 August 2024.**

Data Protection

The personal information that you provide will be used to process your application for employment with the Snowdon Trust. Personal information about unsuccessful candidates will be held securely for 6 months after the recruitment exercise has been completed and will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

More Information

If you require any further information about the role or you would like to discuss it before applying, please contact Helen Saelensminde or Maria Richards on 01403 732899.

Thank you very much for your interest in the role.