



## **United Way UK**

### **Job Description**

#### **Programme Officer**

**Reports to:** Head of Programmes

**Salary range:** £30,000 - £35,000 per annum depending on experience and skills

**Contract:** Full time, fixed term 12 months with possibility of permanent contract

**Location:** Field-based role – UK travel

#### **Job Summary / Purpose of post**

The Programme Officer is a key member of United Way UK's delivery team, supporting the Head of Programmes and wider team in the planning, delivery and growth of UWUK's core programmes. The role contributes to the effective management of projects and events, ensuring programmes are delivered to a high standard and achieve intended outcomes.

Working closely with corporate partners, charities and schools, the Programme Officer supports programme delivery, stakeholder engagement and communications, including reporting on impact. The role requires strong organisational skills, the ability to manage multiple workstreams, and confidence engaging with a range of audiences.

#### **Key Responsibilities:**

##### **Programmes and projects design and delivery**

- Support the Head of Programmes in the design, delivery and growth of UWUK core programmes – Corporate Volunteering, Give Local, Reading Oasis and Destination Digital.
- Travel across the UK, as required, to support programme delivery, including facilitating volunteering activities and delivering presentations to varied audiences.
- Support project delivery activities and project management, budget design, maintaining accurate records of expenditure and contributing to effective budget management.
- Contribute to the development and drafting of funding proposals and applications to secure support for UWUK core programmes.
- Support the delivery of impact measurement and evaluation, including collecting and quality-checking programme data, maintaining trackers, and coordinating inputs from partners to inform impact reporting, storytelling and case studies.
- Provide accurate and timely information to senior staff on project progress, budgets and expenditure.
- To carry out any other tasks that are reasonably requested.

### **Partnerships**

- Support the identification and development of relationships with delivery partners, including corporate partners, schools and charities across the UK.
- Provide high-quality and responsive support to United Way UK partners, helping to ensure a positive and professional experience.
- Support the planning and delivery of fundraising events, campaigns and other partnership-led activities.

### **Communications**

- Collaborate in the creation and review of programme materials and supporting documentation, ensuring consistency with United Way UK branding.
- Support the communication of programme activity and impact through creating content for social media, reports and other internal and external communications.

*This list of responsibilities is not exhaustive, and post holder may perform other related duties as requested by the CEO or Head of Programmes.*

### **Person Specification:**

The successful candidate will demonstrate the following essential skills and experience

#### **Essential Experience and Knowledge**

- Experience of supporting the delivery of programmes, projects or events, ideally within the charity, voluntary, education or corporate social responsibility (CSR) sectors.
- Experience of engaging with a range of stakeholders or partners (e.g. corporate partners, charities, schools or community organisations), including delivering volunteering activities, presentations or facilitating sessions for varied audiences.
- Experience of supporting or managing organisational social media accounts (e.g. LinkedIn, X/Twitter, Instagram or Facebook) to share programme activity, events and impact.
- Experience of supporting programme or project budgets, including tracking expenditure, maintaining accurate financial records, and working within appropriate financial controls and approval processes.
- Experience of coordinating multiple workstreams or projects simultaneously, meeting deadlines and maintaining accurate records.
- Experience of collecting, managing or reporting programme data, including monitoring outputs, outcomes or impact.

**Skills and Competencies**

- Willingness and ability to travel across the UK as required and work flexibly to support programme delivery and events.
- Strong written communication skills, with the ability to draft clear and engaging content for reports, proposals and external communications.
- Confident verbal communication skills, with the ability to engage positively and professionally with diverse audiences.
- Strong organisational and administrative skills, with excellent attention to detail.
- Ability to support budgeting, track expenditure and maintain accurate financial records.
- Ability to manage competing priorities and work independently while contributing effectively to a team.
- Good digital skills, including experience using Microsoft Office (or equivalent) and online collaboration tools.

**Personal Attributes**

- Proactive, organised and responsive, with a commitment to high-quality delivery.
- Self-motivated with the ability to work independently and use initiative.
- Committed to United Way UK's mission and values.
- Adaptable and comfortable managing multiple priorities in a fast-paced environment.
- Collaborative and positive team player with strong relationship-building skills.

**Culture and location**

The UWUK team are passionate about their mission and delivering results and have a caring, trusting, collaborative and close-knit culture based on shared values and respect. This role is home based, but you will be expected to travel regularly across the UK at least two to three times a month and be willing and able to easily attend meetings in London on a regular basis. Travel is covered but you will need to be based with easy access to a major transport hub.

**UWUK's commitment to Diversity, Equity and Inclusion**

UWUK is committed to a diverse, equitable and inclusive work environment respecting differences and guaranteeing the same rights to all its employees. UWUK provides Equal Employment Opportunity to all employees and applicants regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, or any personal characteristics as may be protected by applicable law.