

JOB DESCRIPTION

Job Title:	Senior Programme Officer	Salary scale:	£23,500 - £25,500 per annum depending on experience
Hours:	37.5 hours per week		
Reports to:	Programme Manager		
Purpose of the Job:	<p>The Senior Programme Officer is a key role within the Delivery Team.</p> <p>The post holder will support the team to co-ordinate and deliver programmes to a high standard across schools, enabling children and young people to learn about the world of work and the opportunities available to them.</p>		

15billionebp and Inspire are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to apply for an Enhanced Disclosure via the Disclosure and Barring Service.

Principal Accountabilities

1. Provide effective support and coordination to the Delivery Team working on a range of programmes.
2. Manage the recruitment and liaison with volunteers for participation in events.
3. Prepare and deliver training to volunteers.
4. Prepare planning and briefing materials.
5. Manage programme learning resources.
6. Attend and coordinate events delivered in schools and other external venues.
7. Support the Programme Manager to coordinate delivery of events and deputise for them in their absence.
8. Prepare evaluation reports.
9. Liaise with schools, businesses and volunteers via telephone and email.
10. Communicate with stakeholders to ensure expectations are met and programmes run smoothly.
11. Line manage staff
12. Deliver workshops and programmes in schools and at businesses.
13. Represent the charity at schools and businesses.
14. Manage and coordinate DBS services ensuring checks are completed where necessary.
15. Proactively manage and prioritise allocated areas of responsibility.
16. Actively participate in the development of processes and procedures to support the delivery of programmes.
17. Manage the administration systems which support delivery including database management, filing and report writing.
18. To carry out any other duties that are in line with the purpose and grade of the role.
19. To complete all tasks in accordance with charity policies and procedures, particularly those relating to equal opportunities, GDPR, Safeguarding and Health and Safety.

Qualifications required

A minimum of 5 GCSEs at A* to C grade (9 – 4) or equivalent, including English and Maths.
A Levels or equivalent qualification.

Person Specification

Essential

1. High standard of presentation skills including the confidence to facilitate and deliver training sessions to business volunteers and deliver workshops to children and young people.
2. Excellent communication skills both written and verbal.
3. Good problem solving skills and ability to take initiative.

4. Able to demonstrate examples of successfully coordinating projects/activities.
5. Able to manage multiple overlapping deadlines.
6. Able to work collaboratively with others to achieve results.
7. Ability to keep calm, think clearly and resolve problems at short notice.
8. Ability to show a high degree of professionalism.
9. Excellent administrative skills.
10. Excellent attention to detail.
11. Good working knowledge of Microsoft Outlook, Word, Excel and PowerPoint.
12. Self-motivated, enthusiastic and confident.

Desirable

1. Degree or equivalent.
2. Experience of working with children, young people, schools and business volunteers.
3. Experience of working within a project management environment.
4. Experience of line managing or supervising staff.