

Programme Officer - Job Advert

Position: Programme Officer

Location: A mix of office based (8 City Road, London EC1Y 2AA) and remote working. On occasion, travel to Aldridge schools may be required (including overnight stays)

Contract type: Permanent and full-time

Working hours: 9am – 5.30pm (occasionally flexibility may be required)

Salary: £26,000 - £31,000 per annum (dependant on skills and experience)

Holiday: 25 days holiday plus bank holidays

About the job

The Aldridge Foundation is a charity that believes passionately that all young people, regardless of background, should have an equal chance at life. The Foundation develops and delivers a number of programmes for young people from disadvantaged backgrounds with the aim to inspire and equip them with skills needed to create better academic, work and life pathways.

As Programme Officer, you'll work collaboratively with the Foundation team, delivery partners, and key contacts within the schools to facilitate, evaluate and monitor programmes across the Aldridge Academies and beyond. You'll provide the team with the needed insight to drive successful fundraising activities and proposals, and assist with creating engaging content to promote and raise awareness of the Foundation's work.

The Foundation is also in the process of developing an educational app to be used within the schools to enable the students to record the skills and experiences they develop through the programmes. You'll be supporting the Project Manager in the business development and rollout of this app, including liaising with teachers, students and delivery partners, monitoring project process and ensuring any issues are identified, raised and resolved promptly, and providing information to the project team that will assist in driving management decisions.

Responsibilities include but are not limited to:

- Working closely with the CEO, delivery partners and key contacts within the schools
- Assisting in monitoring and tracking key programmes and projects
- Supporting the Project Manager via attending meetings, maintaining accurate and accessible records, and carrying out assigned tasks
- Liaising with project partners, users, team members, and utilising available resources, to carry out project requirements and objectives
- Reporting project and programme status, including collecting and evaluating feedback, to internal teams and key stakeholders
- Aiding in the research and preparation of programme, project, fundraising and bid proposals
- Coordinating with vendors, clients and key stakeholders to organise and support events
- Assisting with creating engaging content across a range of platforms to promote the Foundation's work

- Performing general administrative duties and offering general assistance to the Project Manager and team
- Act as the point of contact for all stakeholders

Minimum qualifications/experience:

- Previous experience in project management or a similar role
- Excellent communication skills, verbal, written and presentation skills, and proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to work effectively both independently and as part of a team, and meet deadlines
- Highly organized and able to multitask
- Strong attention to detail and problem-solving skills
- Ability to conduct desk research and communicate with staff and stakeholders of varying seniority

Preferred qualifications/experience:

- Proficiency in project management software
- Experience using image and video editing software
- Experience using CRM and web content management systems
- Experience working in a small team or start-up environment
- Previous work in charitable or social enterprise organisations
- Knowledge of file management, transcription, and other administrative procedures

How to apply - Deadline:

Please send your CV and cover letter of no more than two sides of A4, clearly explaining your suitability for the role against this role description via email to: hello@aldridgefoundation.com

Only applications that contain both a CV and cover letter will be considered for this role.

Shortlisted candidates will be invited for interview at our offices (8 City Road, London EC1Y 2AA). In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process.

The closing date for applications is Thursday 31 March 2022, however please note that we will be interviewing candidates on a rolling basis as applications are received and therefore the position may be filled in advance of the closing date.

All applicants must be able to prove their eligibility to work in the UK.

The Aldridge Foundation is fully committed to equality, diversity and inclusion in our sector. We welcome all applicants, regardless of race, colour, religion, national origin, sex, ability or gender identity.

Thank you for your interest in this role.

No Agencies, please.