**Job Title:** Programs Officer  
**Reports to:** Senior Programmes Coordinator (or above)  
**Salary level:** £22,000- £24,000  
**Hours:** 35 hours per week (full time) 1 year renewable contract subject to funding.  
**Deadline:** 15th January 2024

**About Programmes**

Our programmes are diverse and growing aligned with the needs of the breadth of our beneficiaries, partners, funders, and organisational strategic aims. This role is a key role to creatively and confidently manage the existing programme strands and new programmes and projects that we have.

**Purpose of this post is:**

The role of the Programmes Officer will be to deliver and facilitate on an assigned portfolio of funded programmes. The Programmes Officer will work flexibly and responsively across the range of programme strands. The Programmes Officer is responsible for delivery of content to participants on assigned programmes, ensuring that participants receive quality provision, whether working solely or with external delivery partners and consultants, this includes collecting and reviewing participant and partner data. This post will support the Programmes Coordinators, Senior Programmes Coordinators and Programme Managers in preparing copy and data for reports. The Programmes Officer will create and feed ideas to ensure we are following the most efficient processes and will be responsible for creating and compiling quality programmes resources.

**Main Duties:** (subject to update with organisational and funder priorities)

Creating and reviewing programme workshops, events and content.

Planning and creating sessions, resources, programmes content and materials
Collaborating with external delivery partners to create programme content and resources

- **Delivery and facilitation** of programme workshops and events on assigned programmes simultaneously
- **Collecting, processing, and reviewing** some programmes data.

**Creating copy and preparing data** for reporting **Holding and maintaining** key stakeholder relationships **Creating** media and comms content for programmes

**Supporting** the charity’s outreach and engagement strategy

*This list is non-exhaustive and is subject to updates following funding or organisation priority changes.

**Person Specification:**

Experience working effectively with programmes participants [Essential] Demonstrable programme delivery/facilitation skills [Essential]

Good written and verbal communication skills [Essential]

Ability to work across multiple programmes simultaneously [Essential] Demonstrable ability to collaborate and work well within a team [Essential]

Ability to take accountability of workload and deliver to set expectations [Essential]
Alignment with charity mission and purpose [Essential]

A range of IT skills including Word, Excel, Outlook, and PowerPoint [Essential]

Experience independently delivering a programme [Desirable] Experience working with external stakeholders/partners [Desirable]

Demonstrable examples of delivering ‘above and beyond’ expectation [Desirable]

Experience facilitating within a charity setting [Desirable]

**GENERAL MATTERS**

- Keep abreast of developments, changes and best practice in the fields related to assigned programme portfolio, and wider inclusion as it relates to the charity’s mission.
- Knowledge of programme management where beneficiaries are from diverse heritage backgrounds and/or underrepresented backgrounds.
- Undertake any other duties which may arise from time to time, corresponding with the scope of the post and within the capabilities of the post holder.

**KNOWLEDGE AND ROLE REQUIREMENTS**

- Experience delivering on programmes.
- Ability to perform all main duties outlined above.
- Strong communication skills both written and oral
• IT skills including Word, Excel, Outlook, and PowerPoint
• Knowledge of programmes and continuous development of processes.

ADDITIONAL JOB REQUIREMENTS

• Willingness and ability to work outside of normal office hours.
• Willingness to travel across the UK to deliver and facilitate programmes.

Willingness to work flexibly in response to changing organisational requirements.

Location:
Based at the Blueprint for All office, Deptford for a minimum of 3 days per week.

Diversity policy
Blueprint for All is keen to encourage applications from people from all backgrounds including race, disability, gender, faith, and sexual orientation.

The post will be subject to a satisfactory DBS check.

TO APPLY
In the first instance please send a up to date CV & Cover letter explaining why you would be good for the role to Gemma Elnaugh: gelnaugh@blueprintforall.org

About Blueprint for All

Background to Blueprint for All
At Blueprint for All we believe in a future where talent is respected and nurtured irrespective of where it comes from, where organisations recognise and realise the benefits of a diverse workforce and where our communities can come together and thrive. This is our blueprint to set the foundations for a more inclusive society to grow.

Our high impact programmes work with diverse ethnic heritage and under-represented backgrounds and communities, providing tangible opportunities and support that enables them to thrive, whilst driving systemic change in organisations and society.

Blueprint for All Programmes

Our programmes span four main areas:

Careers: We work with schools, universities, community groups and employers to inspire and enable young people from diverse ethnic backgrounds, aged 9-30 to pursue the career of their choice. From career advice to support gaining skills, qualifications and the critical foundations required to ensure professional success, we aid young people on their journey to a fulfilling and successful career.
Communities: We run programmes nationally that support community groups working primarily with people from diverse ethnic backgrounds and those from challenging socio-economic backgrounds to maximise their impact and make positive changes for local people.

Society: We are working to create a society where talent is respected and nurtured irrespective of where it comes from, where organisations recognise and realise the benefits of a diverse workforce, and where our communities can come together and thrive for example our bespoke consultancy Building Inclusive Futures purpose is to drive systemic change in organisations and society as a whole.

Digital: This year we are launching a digital platform: My. Blueprint for All that will connect talented and ambitious young people with opportunities with employers and in industries that would normally be out of their reach. These opportunities include mentoring, work placements, internships and employment. Organisations joining the digital platform will be able to post opportunities and benefit from access to a rich mix of talent that they often struggle to reach. Young people from disadvantaged and under-represented backgrounds will get the support and experience they need to enter the career of their choice.