Senior Programmes Officer

This is an exciting time to be joining a highly agile, fast-growing charity with huge ambitions to support as many children and young people as possible to access their education and support their wellbeing. The organisation is two years into a five-year strategy and beginning the next phase of growth and are now looking for a Senior Programmes Officer to join the team.

**Position:** Senior Programmes Officer

**Location:** Remote/flexible (access to a central London office if required)

**Salary:** £29,000 per annum

**Hours:** Full-time

**Duration:** 1 year fixed-term contract (with potential to extend budget and performance dependent)

**Benefits:** 25 days annual leave (plus 1 day accrued for every year of service up to 30 days) + bank holidays and Christmas, 5% Employer pension contribution, flexible working culture, employee benefits package (Medicash), regular continuing professional development opportunities.

**About the Role**

For thousands of children across the UK, the reality of school is a daily struggle to cope. Children and young people are dealing with social, emotional and mental health (SEMH) issues like never before. The charity gives education professionals the proven tools, training and support they need to implement a nurturing approach in schools and remove barriers to learning, so children and young people are equipped with the resources and support necessary to succeed socially, emotionally and academically.

The programmes team is currently working to deliver large county-wide programmes, supporting 100s schools, in addition to recently being announced as a delivery partner of London Violence Reduction Unit’s Inclusive and Nurturing Schools Programme over the next three years.

In this new role, which sits within the Business Development function of the Programmes team, we are looking for an experienced Senior Programmes Officer to:

* Lead on the delivery of the small and medium programmes portfolio, providing excellent customer service to all clients.
* Build, deliver and continually improve the service delivery journey of products and services with a range of customers including Local Authorities, Multi-Academy Trusts, Violence Reduction Units, and the NHS
* Delivery and budget management of service level agreements from multiple commissioners at any one time with proactive and excellent service to all client needs.
* Be agile and proactive to meet each commissioner and their schools’/teams’ needs

This new role offers the opportunity for the post holder to ‘own’ the function within the charity, and shape it within the areas of programme and relationship management, contract, impact and budget management and strategic planning

**About You**

This is an exciting and challenging role, at the heart of an agile organisation with a strong record and reputation, with the potential for real and profound change for children and young people. The role requires an individual who has direct experience of working across a broad range of the areas of responsibility identified above. Where an individual lacks specific personal experience of working in a particular area, they would be expected to demonstrate evidence to support their potential to do so and an understanding of the factors that will drive success.

You will have sound experience working in a service delivery/programme delivery position with all or most of the following areas:

* Knowledge of customer experience and development of customer lifecycle processes
* Hands on experience of programme delivery
* Knowledge of budget monitoring and reporting
* A keen eye for detail, ensuring accuracy of data
* Familiarity with digital tools and platforms, such as Salesforce CRM, budget tools & GSuite.
* A passion for supporting mental health, social mobility and equity for children and young people.
* Programme impact evaluation experience
* Experience of the education sector and business development
* Right to work in the UK (essential)

**About the Organisation**

With increasing numbers of children and young people affected by social, emotional and behavioural difficulties inhibiting their progress and limiting their life chances. The charity has developed a range of interventions and support to give vulnerable children and young people the opportunity to be the best they can be. Whether it is delivering certified training, supporting whole-school or authority-wide nurturing schools approach or promoting evidence-based research, the charity is providing quality support and resources to make nurturing provision a reality for pupils across the UK and beyond.

You may also have experience in areas such as Programme Officer, Senior Programme Officer, Junior Programme Office, Lead Programme Officer, Programme Executive, Programme Assistant, Education, School, Education Programme, Children, Youth, Business Development, Business Development Officer, Account Manager, Business Development, Project Manager, Income Generation, Relationship Manager, Customer Service.