

Job Description: Programmes Officer

Job Title: Programmes Officer

Responsible to: Director

Salary: £30-35k dependent on experience

Hours: 35 hours

Term: Permanent

Location: London & working from home

Job Summary The Programme Officer at the Naz Legacy Foundation will play a vital role in supporting the organization's overall mission and objectives. The role encompasses both program management and operational responsibilities, ensuring the effective and efficient delivery of the foundation's initiatives and the smooth functioning of day-to-day operations.

Duties and Responsibilities:

Programme Management

- Manage, plan, implement, and monitor various projects and initiatives, particularly those related to the Diversity Programme and Naz Bokhari Fellowship
- Lead on the development of project plans, timelines, and budgets.
- Coordinate with stakeholders, partners, and beneficiaries to ensure successful execution of programmes.
- Conduct research and gather data to support the development and evaluation of school related programmes.
- Develop and strengthen relationships with schools on the Naz Legacy programmes and other educational initiatives.
- Develop and implement plan to increase number of schools on the programmes.
- Monitor project progress, identify potential risks, and propose solutions to address challenges.

Operations Management

- Coordinate events, and workshops, both internally and externally, particularly those related to grants received for school programmes
- Support Director and other team members in preparing reports for Trustees and Board meetings
- Assist in the preparation of reports and presentations for internal and external stakeholders.
- Prepare and oversee new starter induction including organising safeguarding & website training
- Manage communication with Naz Legacy volunteers, particularly the Executive volunteers

Monitoring and Evaluation

- Contribute to the monitoring and evaluation of programmes to measure impact and success.
- Help in collecting and analysing data to track the effectiveness of the foundation's initiatives.
- Participate in regular reviews and assessments to improve programme outcomes.

Other

- Any other duties the Director may require.

Person Specification

Education, Qualifications and Training	Essential/Desirable
Numerate and Literate to a degree level	E
Knowledge	
A basic understanding of underrepresented, disadvantaged and minority communities	E
Knowledge of the charity sector	E
Experience and Skills	
Strong, proven track record of project management and evaluation	E
Able to convey information to a broad audience both orally and in writing	E
Able to network and represent the organisation externally at events or meetings	E
Able to report on the work to stakeholders	E
Experience of event management	D
Competent user of Microsoft Office and virtual platforms for communication	E
Proficient working with social media platforms	D
Experience of working with young people and supporting their development	E
Experience of editing videos and audios	D
Successful experience of maintaining effective communication with all internal and external stakeholders	E
Personal Qualities	
Ability to maintain confidentiality regarding sensitive information	E
Values and promotes diversity	E
A self-starter, able to work both independently and as a team player	E
Able to prioritise and manage multiple streams of work	E
Values	
Desire to support disadvantaged and minority communities	E
Understanding, empathy and commitment to the aims and values of the Naz Legacy Foundation	E