

Job Description: Programme Officer

Reports to: Chief Executive
Location: The Phoenix Brewery, 13 Bramley Road, London W10 6SP
Hours: 2 year fixed term contract. Full time (35 hours per week), flexible working including part time hours may be considered.

Job scope

The Ogden Trust's educational bursaries and grants were first conceived by Peter Ogden during 1998 and launched in 1999. The Trust's aim is to maximise the opportunities available to young people in all parts of the UK's educational system and is now focused on science, particularly physics. The Trust supports a range of initiatives, programmes and projects to promote the teaching and learning of physics.

This role is part of a team of Programme Officers, working under the Head of School Partnerships and the Chief Executive, to develop and deliver the Trust's programmes.

This post will have specific responsibility for developing and ensuring delivery some of the following activities (note that programmes may be moved among the Programme Officer team based on availability):

- Schools Partnerships;
- Science Officers;
- Grants
- Primary teachers' professional development; and
- Alumni activities.

The post holder will be required to contribute to other projects outside their remit to aid the Trust's activities as a whole, particularly as regards event management. The role occasionally involves some work in the evening and at week-ends [which will be managed in line with our Time Off In Lieu (TOIL) Policy] and some UK-wide travel.

Key tasks and responsibilities

1. Managing the administrative side of programmes, including application, funding, reporting, and any interim requests.
2. Arrange and process funding for the allocated programmes and affiliated consultants.
3. Request, process and collate the data for the allocated programmes.
4. Liaise with teachers, Teacher Fellows, Ogden Science Officers, consultants and other members of the team as appropriate.
5. Serve as a point of contact for queries on the allocated programmes.
6. Update and maintain financial records for your programmes.
7. Update and maintain the relevant sections of the website and social media presence.
8. Visit schools involved in the programmes to meet staff and students, get feedback on their experience and celebrate their achievements.
9. Organise and run events related to allocated programmes, such as teacher conferences, lab openings.
10. Contribute to and support the team as reasonably required.

Key skills and experience

- Excellent knowledge of office systems and procedures, including computer skills in Microsoft Office and Customer Relationship Management (CRM) systems. Essential
- Educated to degree level (or NVQ level 4 or other equivalent) with at least 2 years' office-based experience Highly desirable
- An interest in physics and its broader social significance Desirable
- An understanding of the education system and the needs of schools, teachers and young people Desirable

Experience

- Experience of programme administration Essential
- Experience of working in a team environment Essential
- Experience of events organisation Essential
- Experience of marketing and promotion to education/schools/young people audiences Highly desirable
- Experience on building relationships with teachers Highly desirable
- Experience of managing contractors working on outsourced projects Desirable
- Experience of administering selection processes, for example for grants and awards Desirable
- Experience of website and social media management in a professional context Desirable

Skills

- Very good interpersonal and communication skills (both oral and written) Essential
- Very good organisational and administrative skills Essential
- Good problem-solving skills Desirable
- Good presentation skills Desirable

Abilities

- Able to meet deadlines under pressure, often balancing conflicting priorities Essential
- Able to generate ideas and translate them into working practice Essential
- Adaptable and flexible with the ability to work effectively in a team and alone Essential

Personal qualities

- Maintains a friendly and professional approach when dealing with a variety of people Essential

Circumstances

- Able to work in a non smoking environment Essential
- Able to be flexible about working hours, including working evenings and weekends on occasion and travel to visit schools Essential

This is a description of the job as it is presently constituted. It is the practice of the Trust to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are reasonably required, in discussion with the postholder.