| **Job Description**  |
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| Job Title: |  Programme Co-Ordinator | Job Category: |  |
| Department/Group: |  Campaigns | Reports to: |   |
| Location: | London or Nottingham | Travel Required: | Occasional |
| Level/Salary Range: | £25,000 - £30,000 | Position Type: | Full-time |
| Line management | N | Finance management | N |

# **Job Purpose**

| The Programme Coordinator works within the Campaigns Team within Inclusive Boards (IB). The role ensures the smooth delivery of Inclusive Campaigns activities through co-managing projects alongside the Programmes Manager and takes responsibility for the design and delivery of specific campaigns such as our Executive Leadership Programmes and Digital courses. The postholder will also work with colleagues to deliver Diversity & Inclusion training as well as work on the development of new course content through to completion. Key contacts include external and internal stakeholders, funders and programme partnerships.  |
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# **Role and Responsibilities:**

# **Campaigns**

1. Identifying, approaching and liaising with applicants, partners and sponsors.
2. Keeping accurate records of all information related to a project for documentation. clarification and presentation to management when required.
3. Creating specific strategies for easier and effective execution of projects and sharing responsibility for projects in progress, including identifying business development opportunities.
4. Working with colleagues on IB events, promotional and research campaigns. Engage with external suppliers such as events companies.
5. Working alongside Marketing Manager to effectively promote programme activities, and support with blog and social media content.

**Project Delivery**

1. Drafting project proposal ideas and presenting them to the manager and/or director with convincing proof for approval.
2. Project planning, budgeting and risk management and maintaining project records.
3. Project budgeting and reporting project progress on a regular basis and ensure that it meets all necessary protocols.
4. Schedule tasks, manage resources and monitor quality to make sure the project is delivered on time
5. Utilise data, information, knowledge and research to improve, inform and support the delivery of projects.
6. Responsible for the maintenance of the Programme Plan and Risk Register
7. Promotion of programmes through email marketing, phone calls, social media.
8. Ad hoc support on wider Campaigns initiatives.
9. Contributing to the continuous development of IB training programmes and digital courses

**Corporate Responsibilities**

1. Assisting with the delivery of business and corporate plans for your area.
2. Company lead for quality initiatives such as ISO, IiP RCA accreditation
3. Identifying business development opportunities and assisting with preparation of funding applications.
4. Supporting continuous improvement in your own areas of responsibility.
5. Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated.
6. Ensuring value for money and quality outcomes are achieved in all activities.
7. Being fully aware of and compliant with Inclusive Boards’ policies and procedures relevant to your own are of responsibilities and to corporate policies and procedures including the Staff Handbook, GDPR & Privacy Policies.
8. To use PeopleHR to maintain attendance and other company records including appraisals and personal development documents.
9. Performing any other reasonable duties as directed by line management.

# **Company Responsibilities**

1. Leading by example as a role model for Inclusive Boards values and professional standards as an executive search agency and management consultancy.
2. Supporting continuous improvement in your own areas of responsibility.
3. Assisting with the delivery of business plans for your area.

**Person Specification**

| **CRITERIA** | **Essential (E)****Desirable (D)** |
| --- | --- |
| **Qualifications*** A degree (preferably a higher degree) in a subject with a significant quantitative element.
 | D |
| **Skills/competences*** Excellent written and oral communication skills, and the ability to communicate clearly and effectively and appropriately to various audiences.
* Ability to think creatively to solve problems and manage time effectively.
* Excellent communication skills including conducting interviews. You will be expected to be able to adapt your communication style based on the audience.
* Ability to build effective working relationships with internal and external stakeholders.
* Methodical worker, highly organised, proactive
* Collaborative worker and team player
* Skills in analysing evidence and drawing appropriate conclusions.
 | E |
| **Knowledge*** Knowledge of a range of qualitative and quantitative research methodologies
* Knowledge of equality and diversity practices and the legal framework
* Experience of delivering equality and diversity training, advisory
* An understanding of digital learning either through lived experience or technical know-how
* Partnership building
 | D |
| **Previous experience*** Experience of working in a sales and/or customer service role
* Research - you will be expected to identify and approach potential programme applicants, list nominees, partners and sponsors.
* Experience of working in recruitment
* Experience of working in a research role and performing quantitative and qualitative research using a range of methodologies
* Experience of analysing data from a range of sources
* Software/Programmes: It would be advantageous to be experienced with Canva, G-Suite(essential) and project management tools such as ClickUp or Trello.
* Experience of dealing with enquiries using a range of communication methods

(These can be in the context of academic experience as well as work experience) | D |
| **Special Attributes:** Exceptional attention to detail with high levels of accuracy |  |

These lists should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.