



PROGRAMME CO-ORDINATOR CANDIDATE PACK 2021

INCLUSIVE **BO**ARDS

ROLE OVERVIEW



Job Title: Programme Co-Ordinator

Department/Group: Campaigns

Location: London/Nottingham

Level/Salary Range: £25,000-£30,000

Travel Required: Occasional

Position Type: Full-Time



ABOUT INCLUSIVE BOARDS

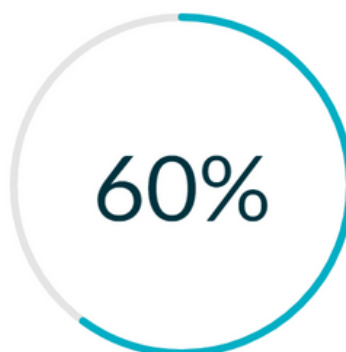
Inclusive Boards began its work in the third sector, supporting some of the UK's largest charities including Amnesty International, Big Lottery, British Red Cross and the Royal National Institute for the Blind (RNIB) with efforts to improve board diversity and develop stronger governance structures.

Today we have a diverse talent pool of over 60,000 professionals and a reach that expands into sectors and communities across the UK. We have worked with over 150 organisations on board and executive appointments in the STEM, sport, not-for-profit and public sectors.

Evidence shows that in order to ensure diversity of thought and experience is present during decision making processes, it's imperative that there's a diverse leadership team. Whether you're just starting to think about inclusion, or you hold mandatory D&I training every year – Inclusive Boards can support and strengthen diversity and inclusion within your organisation.



WE HAVE A NETWORK
OF 60,000 DIVERSE
PROFESSIONALS ACROSS
THE UK.



OVER SIXTY PERCENT
FEMALE.



OVER FIFTY PERCENT
BAME.

ABOUT CAMPAIGNS

Inclusive Campaigns CIC is the charitable arm of Inclusive Boards, a leading executive search agency founded to support organisations in efforts to develop more diverse boards and stronger governance structures.

Our Campaigns team has produced work such as IB100 – a powerlist of the 100 Most Influential BAME Leaders in Technology and the 100 Most Influential Women in Engineering. We have delivered conferences for women in leadership in a number of sectors, founded the Inclusive Tech Alliance and designed and developed Executive Leadership Programmes supporting high potential women and BAME leaders.



OUR MISSION, VISION & VALUES

OUR MISSION

To support sectors, organisations and individuals with efforts to be more inclusive and diverse

OUR VISION

To be the leading diversity search and advisory firm in the UK both by revenue and impact

OUR VALUES

INCLUSION

We are proactive in levelling the playing field and in considering others

COLLABORATION

Together everyone achieves more

RESPONSIBILITY

We take ownership in contributing to our own and other's success

QUALITY

From start to finish in everything that we do

COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

Inclusive Boards is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from all backgrounds so that our board mirrors the community we serve.

We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

Inclusive Boards is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

ABOUT THE ROLE

The Programme Coordinator will work within the Campaigns Team within Inclusive Boards (IB).

The role ensures the smooth delivery of Inclusive Campaigns activities through co-managing projects alongside the Project Manager and take responsibility for the design and delivery of specific campaigns such as our Executive Leadership Programmes and Digital courses.

The successful candidate 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.



ROLES & RESPONSIBILITIES

CAMPAIGNS

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

PROJECT DELIVERY

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

ROLES & RESPONSIBILITIES

(continued)

CORPORATE RESPONSIBILITIES

- o) Assisting with the delivery of business and corporate plans for your area.
- p) Company lead for quality initiatives such as ISO, IIP RCA accreditation
- q) Identifying business development opportunities and assisting with preparation of funding applications.
- r) Supporting continuous improvement in your own areas of responsibility.
- s) Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated.
- t) Ensuring value for money and quality outcomes are achieved in all activities.
- u) Being fully aware of and compliant with Inclusive Boards' policies and procedures relevant to your own areas of responsibilities and to corporate policies and procedures including the Staff Handbook, GDPR & Privacy Policies.
- v) To use PeopleHR to maintain attendance and other company records including appraisals and personal development documents.
- w) Performing any other reasonable duties as directed by line management.

COMPANY RESPONSIBILITIES

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

PERSON SPECIFICATION

ESSENTIAL

- 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.

DESIRABLE

- A degree (preferably a higher degree) in a subject with a significant quantitative element.
- 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

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.

HOW TO APPLY

If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. **Please note that the covering letter is an important part of your application and will be assessed as part of your full application.**
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role please email appointments@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to appointments@inclusiveboards.co.uk