

JOB DESCRIPTION - PROGRAMME ADMINISTRATOR

Job Title: Programme Administrator

Department: Programmes (Volume Recruitment)

Location: Remote, UK based

Term: Fixed Term - August 2026 - February 2027

Salary: £30,000 - £33,000 pro rata, dependent on experience

Role Overview:

Inclusive Boards is seeking a highly organized, proactive, and adaptable Programme Administrator to join our team on a fixed term basis. In this role, you will play a vital part in supporting the seamless delivery of our volume recruitment function.

You will work closely with candidates, clients, and internal consultants to ensure smooth operations, precise data management, and an exceptional experience for all stakeholders.

Role and Responsibilities:

Operations & Recruitment Delivery

- **Inbox & Query Management:** Monitor and manage the role-specific inbox, connecting

candidates with consultants and resolving candidate enquiries promptly.

- **Candidate & Client Coordination:** Schedule interviews, coordinate with assessors, and manage communications across all parties.
- **Document Preparation:** Prepare, redact, and anonymise recruitment documentation for client submissions using Google Drive, SharePoint, and WeTransfer.
- **Data Management:** Assist with data aggregation, candidate filtering, due diligence, and progress reporting.
- **General Administration:** Support general administrative tasks to ensure recruitment campaigns run smoothly on schedule.

Compliance & Governance

- Ensure strict adherence to data protection (GDPR) and confidentiality standards across all recruitment activities.
- Maintain accurate attendance and personal records on internal systems (e.g., PeopleHR).
- Proactively identify operational risks or process bottlenecks and escalate them appropriately.

PERSON SPECIFICATION

Skills/competencies:

Essential

- Administrative Experience: Proven experience in an administrative or project support role.
- Tech Literacy: Proficiency with Google Workspace and/or Microsoft SharePoint.
- Communication: Clear, professional written and verbal communication skills across diverse audiences.
- Attention to Detail: Excellent organizational skills with a strong commitment to accuracy and confidentiality.
- Inclusion Commitment: Strong alignment with and understanding of Equality, Diversity, and Inclusion (EDI) practices.
- Self-Management: Ability to manage multiple tasks, prioritize effectively, and work well independently and within a team.

Desired

- Prior experience within a recruitment, executive search, or volume-hiring environment.
- Experience handling sensitive candidate data and conducting due diligence checks.
- Familiarity with project coordination tools and reporting workflows.

How to apply:

To apply, please submit the following:

- 1. Your CV detailing your relevant experience and key achievements.
- 2. A Supporting Statement (max 2 pages) explaining why you are interested in the role and how your skills align with 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 send the above requested information with the subject line

“Programme Administrator” to vacancies@inclusiveboards.co.uk no later than 23:59 on 6th August 2026.

Please note that we will be assessing applications on a rolling basis and the position may be filled prior to the closing date at which point this advert will be removed.

Diversity Monitoring: As part of our commitment to equal opportunities, we kindly invite you to complete our Diversity Monitoring Form available here: [link](#)

Accessibility: If you require any reasonable adjustments or alternative formats during the application process, please let us know.