

ARE LOOKING FOR A PROGRAMME OFFICER

YOU WILL BE

RESPONSIBLE FOR the successful promotion and management of in school workshops and speaking events within the programmes team.

REPORTING TO the Programmes Manager.

PAID up to £24,000 per annum pro rata for any reduced hours.

WORKING in a hybrid setting. Our office is based in London (SW1), but we are open to applications from those residing outside of London. We offer a flexible working culture with opportunities to work from home and regular office days.

EMPLOYED initially on a fixed contract (starting asap) for 6 months (with the potential to extend).



SPEAKERS TRUST

Our vision is that every young person is able to speak confidently and be heard. We're a small team of highly skilled collaborators so if you're passionate about supporting young people to find their voice - please read on and apply!

MORE INFORMATION

JOB CONTEXT

Speakers Trust is a leading education charity that worked with more than 35,000 young people in the last academic year to develop speaking and listening skills.

Our vision is for young people to speak confidently and be heard. We deliver workshops that develop confidence and communication skills and provide speaking opportunities for young people to share their ideas and perspectives at events in and beyond school.

We work with one in every five state secondary schools in England, as well as youth organisations across the UK, using face-to-face training and digital learning to reach thousands of young people each year.

You can learn more about us [here](#) or on our social media:

Twitter: [speakerstrust](#)

Instagram: [speakers.trust](#)

Tiktok: [speakerstrust](#)

"I enjoyed it so much you have worked miracles with that group - all with one barrier or another to public speaking. Truly, I am grateful."

Teacher

JOB PURPOSE

Speakers Trust works with over 700 schools as well as partners and supporters from across the third-sector. You will be part of our central team, supporting us to manage these relationships and build new ones.

This role will be vital both in helping us reach more young people – and helping ensure that those we do reach are heard and listened to.

The purpose of this role is to recruit schools to participate in our programmes and coordinate workshops and events in schools and with other third sector organisations.

RESPONSIBILITIES

PROGRAMME & EVENT COORDINATION

Manage School Relationships:

- Support on the recruitment of state schools and partners across the UK to participate in all training programmes including all “Speak Out Challenge!” programmes;
- Support schools to engage with our digital learning platforms;
- Maintain and build school and teacher relationships;
- Liaise with schools before workshop delivery;
- Follow up with schools after workshop delivery;

- Assist in the assessment, monitoring and evaluation of the effectiveness of the programme;

Liaise With Freelance Delivery Team:

- Liaise with trainers to match availability to workshop dates;
- Coordinate the day-to-day trainer delivery of the training programmes with the rest of the Programmes Team;
- Ensure trainer team has adequate resources and supplies to deliver their training;
- Assist in trainer team administration including invoicing and feedback.

EVENT COORDINATION

- Events and competitions play a key role in our programme – allowing us to give young people the platforms they need to be heard. [Check out some of our fantastic young speakers here.](#)
- Support the delivery of regional events such as competitions, launches, promotional and networking events;
- Manage competition entries across programmes- ensuring we have all relevant information and permissions including parental consent;
- Liaise with freelance staff delivering events, ensuring they have all the correct resources and information required;
- Help implement quality assessment protocols as agreed with funders.

You will also get the opportunity to develop the role by supporting organisation wide

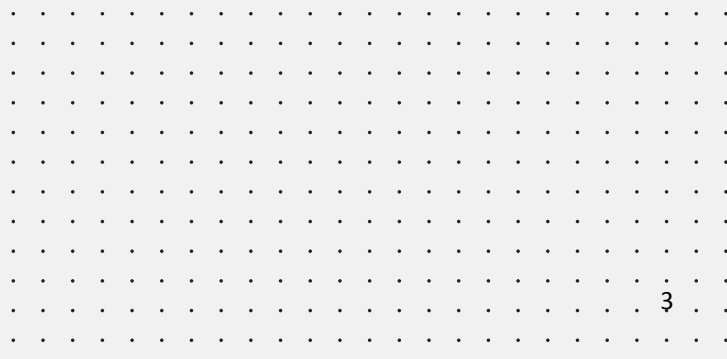
initiatives to extend the reach of our programmes to those who most need it and raise the profile and support of the organisation.

YOU MUST BE

A team player. We are a small charity that thrives through collaboration. As part of our team, you will follow organisation policies and procedures and be willing to assist with a wide range of tasks as needed. This includes maintaining our CRM and Project Management systems, ensuring compliance with child safeguarding procedures, and supporting at office training events. We also believe in playing to people’s strengths.

YOU MUST HAVE

Please note: this role will include training and support, including opportunities for professional development courses. While the skills and experiences listed on the next page are desirable, we are primarily looking for someone who is eager to learn and grow with us. If you are enthusiastic about our mission and ready to make an impact, we encourage you to apply.



- A good level of digital literacy, including a proven ability to quickly learn and adapt to new systems;
- Good written and verbal communication skills, including an excellent telephone manner, the ability to engage with people at all levels and the ability to write concise, coherent and accurate reports and emails;
- Excellent attention to detail and thorough record keeping: we deploy trainers to over 1000 workshops annually and need to ensure that we get the right person to the right place with the right materials every time;
- A high degree of personal effectiveness: Good time management skills with the ability to prioritise and work with a high level of productivity and the ability to adhere closely to deadlines and grant requirements;
- Knowledge of a range of computer software packages, including MS Office, Excel spreadsheets, (ideally Salesforce) or show the desire and ability to learn;
- Experience of building relationships with partners;
- Experience of working to targets with tenacity and determination.

HOW TO APPLY

Speakers Trust is an equal opportunities employer. We particularly encourage applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, as these groups are underrepresented throughout the sector.

Apply via the link below, attaching your CV (no more than 2 pages) and a personal statement which:

- tells us what makes the role appealing to you
- draws three specific experiences you have had that demonstrate the skills and behaviours that we are looking for

If you would like to discuss the role please email claire@speakerstrust.org with any queries or to schedule a call.

Please click the link below to fill out a short form and submit your CV and personal statement.

Application deadline: Please apply as soon as possible. We will conduct interviews on a rolling basis, as we receive applications.

[Click here to apply](#)

