

## JOB DESCRIPTION

<b>Post title:</b>	<b>Programme Officer</b>
<b>Salary band:</b>	<b>Starting at £26,700 per annum</b>
<b>Hours:</b>	<b>Full time – 40 hours</b> (with option for part time, please state preference on applying)
<b>Term:</b>	<b>Fixed term (18 months)</b>
<b>Reports to:</b>	<b>Scale Accelerator Programme Manager</b>
<b>Base:</b>	<b>London Bridge, London</b> (Exact location TBC as the team is currently relocating to the London Bridge area. The team is working remotely due to the COVID pandemic)
<b>Manages:</b>	N/A
<b>Liases with:</b>	Senior Management Team, Funders, Clients (charities and social enterprises), Delivery Partners
<b>Start date:</b>	<b>February/March 2021</b>



### **Want to help scale up some of the best innovations to social problems?**

Do you want to support us to scale up solutions to the world's most pressing social needs? Interested in working in an innovative, flexible and dynamic team? We're looking for someone to join our UK team as a Programme Officer supporting with the delivery of our flagship Scale Accelerator programme, funded by The National Lottery Community Fund.

### **The organisation**

Spring Impact is an organisation with a bold social mission.

We work with social impact projects around the world that are doing truly transformative work but are frustrated that they are reaching fewer people than they could. We help these organisations develop the plans, the systems and the processes they need in order to reach many more people.

We support organisations primarily through direct consultancy with charities and social enterprises. We also run training and publish tools supporting mission-driven organisations to understand how they can scale and reach more people. We also aim to influence the sector, with a focus on trusts and foundations, to create an environment that supports mission-driven organisations with proven solutions to scale them up.

Spring Impact is a registered charity, but one that operates with bags of entrepreneurial drive. We are innovative, imaginative and highly skilled in doing a lot with a little. The team you will be joining are an exceptional bunch who have been drawn from highly successful careers in a variety of fields and who have chosen to focus their talents on scaling social impact.

## **The programme**

Scale Accelerator is Spring Impact's flagship programme. It provides fully-funded support to some of the most exciting mission-driven organisations in the UK, helping them to develop the strategies, plans and systems they need to reach more people and change more lives. Supported by The National Lottery Community Fund, it has the potential to make a real difference to how the UK social sector scales impact.

## **The role**

We are looking for someone to join our dynamic and growing UK team to support the Programme Manager to coordinate and deliver the Scale Accelerator programme.

This role combines the opportunity to provide hands-on support for charities and social enterprises (helping shape and deliver the group-based element of the programme, and provide coaching support to alumni) with the chance to support and influence the wider sector in the UK (by supporting our funder advocacy work and sharing scale-related tools and learning with the wider sector).

We are looking for candidates with a passion for supporting the UK not-for-profit sector to develop. You will be confident in taking responsibility for your own work and communicating complex information, and will be driven by the opportunity to learn and develop within the role.

The role includes:

**1. Providing support to charities and social enterprises taking part in Scale Accelerator**

- Supporting with the recruitment and selection of charities and social enterprises for the final cohort of the Scale Accelerator programme
- Planning and delivering cohort events for the charities and social enterprises taking part in the programme
- Understanding the needs and experiences of our alumni and helping shape our alumni strategy; providing coaching support to organisations that have completed the programme
- Coordinating logistics and undertaking project planning for various aspects of the programme

**2. Helping shape and deliver Spring Impact's funder influencing and advocacy strategy**

- Supporting with research with a range of stakeholders in the UK charity sector to continue to build an understanding of how funders can better support proven solutions to scale, with a particular focus on trusts and foundations
- Leading on aspects of the upcoming advocacy strategy, such as running a campaign, drafting case studies, having conversations with funders, designing events

**3. Sharing scale-related tools and learning with the wider sector**

- Supporting on the design and delivery of training sessions on how to scale
- Gathering organisations' experiences of scaling and sharing those with the wider sector, e.g. through case studies and events

**4. Providing support to the Programme Manager, including undertaking some administrative tasks**

- This could include drafting materials to share with The National Lottery Community Fund; making updates to the website and programme materials; supporting with financial monitoring and reporting; helping design and deliver information and learning sessions for the internal consulting team

As a member of the wider Spring Impact team and organisation, you will also play a role in internal projects as needed. You may also provide support on an as-needed basis to Spring Impact's consultancy projects. This may involve preparing and facilitating sections of workshops with clients, drafting reports for clients, and analysing information and making recommendations to serve project objectives

**Deadline and interview dates**

Deadline for application: **5 pm, Tuesday 19<sup>th</sup> January 2021.**

Shortlisted candidates will be invited to a short telephone interview, taking place on Monday 25<sup>th</sup> January 2021.

A smaller shortlist will then be invited to a final video interview, taking place on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> January 2021.

Please keep these dates free and be aware that there will be a short notification period before each interview.

## **Diversity**

Spring Impact understands that in order to provide the best possible advice to our diverse client base across a wide range of sectors, we are strongest when our team has a variety of experience, expertise, and insights to draw from. For us, diversity isn't merely a strategy: it's an essential part of our organisational success. We are committed to ensuring that Spring Impact is representative of our society at large, and is an inclusive environment for all, regardless of race, gender identity, sexual orientation, religion, and socioeconomic background.

## **Safer Recruitment Practices for COVID-19**

We know there are many challenges with recruiting staff during the COVID-19 pandemic. Being unable to meet candidates in person, needing to recruit new staff in a timely manner presents its own challenges. Spring Impact have adjusted its recruitment practices to ensure the safety of candidates and our staff whilst adhering to Government guidelines. To keep you fully updated throughout the recruitment process, we will:

- Continue to accept applications submitted via the recruitment platform, <https://charityjob.smoothrecruit.com/jobs/programme-officer?Id=fJE0ggSxaQ0Sbybrls8XMog>
- Notify shortlisted candidates of interview or assessments via email or telephone
- Arrange interview using appropriate technology – primarily Zoom
- Notify successful candidate by telephone with confirmation email

However, in the event that it is possible and desirable to do this interview face to face, in order to ensure that candidates face no barriers to attending interview, Spring Impact will reimburse the train fare of anyone travelling from outside of London.

## **Flexible working**

Because we understand that an office-based 9-to-5 will not suit everyone, staff at Spring Impact are encouraged to make use of our generous flexible working policy. Wherever possible we aim to give each person responsibility to choose when and where they

work, and to find the right balance between office-based and home working. We are also happy to discuss further accommodations you may require to fulfil this role.

We are open to hearing from candidates that would prefer a part-time role, as long as the candidate is able to work at least 3 days a week.

### **Your career at Spring Impact**

This post is fixed term for an 18-month period in line with the funding period for the Scale Accelerator programme. Potential to transition into another position within Spring Impact upon programme completion, as fit and business need allows.

### **To make an application**

You will need existing permission to work in the UK to apply for this role.

To make an application please submit a written application via [the recruitment platform](#), carefully following our guidance below.

The written application should include:

- An email / cover note, detailing:
  - Which role you are applying for
  - How you heard about the job
  - When you would be available to start
  - Whether you are interested in a part time role (if so, how many days)
  - Whether you require any reasonable adjustments in the interview process (including details)
  - Confirm that you have the right to work in the UK for at least the 18 month contract period
  - Confirm that you have a degree and which institution this was from (this is for due diligence purposes, the recruiters will not see this information)
  
- A supporting statement of **no more than 500 words**, demonstrating:
  - Your understanding of Spring Impact's mission and what, therefore, attracts you to the organization and to the Scale Accelerator programme in particular

- The respects in which your skills, knowledge and experience are a good fit for the role, with specific reference to the Job Description and Person Specification

**Please note:** We are committed to diversity and want to reduce room for unconscious bias in our recruitment processes. Therefore, please **do not** submit a CV and **do not** include your name or university attended in your supporting statement.

We aim to keep our recruitment processes as fair and open as possible. We are therefore unable to meet with potential candidates before interview. If you have any questions about specific elements of the application process, please direct your enquiries to [jobs@springimpact.org](mailto:jobs@springimpact.org) using the subject line 'UK – Programme Officer'.

Please note that the job offer will be subject to references.

## PERSON SPECIFICATION

Area	Essential Criteria	Desirable criteria	Method of Assessment - Application, telephone, interview, interview task
<b>Qualifications</b>			
	Educated to degree level or equivalent		Application
<b>Experience</b>			
	Working in a team, having distinct roles and responsibilities and contributing to a broader objective	Conducting stakeholder interviews to gather research	Application
	Working to deadlines	Managing multiple deadlines and activities simultaneously	Application
	Working in an office environment and in a non-academic context with clear responsibilities	Facilitating discussions and/or delivering training	Application
	Presenting information - whether in internal team meetings, or with external stakeholders	Drafting materials for communication purposes specifically (eg. website content, case studies)	Application
	Producing convincing written material - this could be reports or communications materials	Working with trusts and foundations (in any capacity)	Application
<b>Skills</b>			
Analytical thinking	Interprets complex and vague sets of information; can identify gaps in information or create/clarify assumptions to take action		Interview (task)
Achievement focus	Sets own priorities and can adjust within own area of responsibility; understands implications of own actions		Interview

Communication	Speaks clearly and confidently about the subject matter in an engaging way for audience		Telephone, interview (task)
Teamwork	Assumes accountability for work delegated to and from others		Application
Client focus	Brings together aspects of a trend/policy into a picture for others to understand		Task, interview
Emotional intelligence	Maintains objectivity when own opinions are challenged by peers or stakeholders		Task, interview
Influencing	Uses compelling argumentation to convey conclusions and ideas, understands others' complex motivations/concerns		Task, interview
Developing talent	Continually acquires and applies new knowledge and learning to improve job performance		Interview
Physical skills	Use of MS Office (word, Powerpoint, Excel) or equivalent software.		Application
<b>Knowledge</b>			
Spring Impact	Understands Spring Impact's mission, purpose and can explain what attracted candidate to organisation and role		Application, telephone
Non-profit sector	Knowledge of non-profit sector	Knowledge of the UK charity sector funding landscape, particularly trusts and foundations	Application, telephone
Scale		Knowledge of scaling or replication	Interview
<b>Other</b>			
Personal motivation	Demonstrates a genuine interest in, and passion for, the social sector	Able to cite examples of why scaling impact is important to them	Application, telephone