



Programme Officer Role Description

At The Talent Tap, our vision is to change the lives of state educated students by giving them the work experience, support, and network that they need to succeed in their chosen careers.

We are a youth-led charity and we're growing fast, so we're looking for a Programme & Engagement Officer to work with our Programme & Engagement Manager to continue to develop our offering and our reach.

Roles & Responsibilities:

Programme Support & Development:

- Work with the Programme & Engagement Manager and the Corporate Partnerships manager to review and improve our offering to young people.
- Build relationships with other organisations in the space to expand our offering.
- Support in the planning, building and arranging of our yearly residential programmes. This will require some nights away from home.
- Support in the analysis of our impact, making sure we're delivering on what we say we do.

School Engagement:

- Manage the relationships with existing schools.
- Work with the team to look at the areas we should target in the future in line with the social mobility index.
- Run all events with schools, including Zoominars and student applications and interviews, with the Programme and Engagement Manager. This will require travel and sometimes nights away from home.

Student Engagement:

- Run the recruitment and onboarding process for all new students who join The Talent Tap.
- Be the main point of contact for all of our students in their first year and second year of the programme.
- Have regular one-to-one calls with our students.

Volunteer Engagement & Fundraising Support:

- Work with the Corporate Partnerships team to review and run our volunteer database, making sure all volunteers are aware of the opportunities available.
- Work with the Corporate Partnerships team to plan fundraising events throughout the year.

Person Specification:

- Passionate about what we do.
- Organised and a good communicator.
- You like working with people – this is a social role!
- Experience working with young people is desired but not necessary.
- Good with a spreadsheet!
- Ready to get stuck in in a busy and fast-moving organisation.
- Degree level useful but not a deal breaker, as we work with University students, lived experience is useful.

Location:

- This is a hybrid role. We're open to talking about this, but it is good to have time in the office with the team as we are growing and changing quickly. Our office is based predominantly in Winchester but there are opportunities in London.

We're a small charity, but we're in a period of real growth and you'll be joining us at a very exciting time! No two days are the same and you'll have the opportunity to mould this role as we grow.

What we can offer:**Salary and pension:**

We are offering a full time salary of £26,000 per annum. On pensions, we will match your contributions by 3%.

Annual leave:

You will be entitled to 28 days of annual leave including bank. We usually give the team time off between Christmas and New Year that doesn't come off your allowance.

Hours of work:

We're passionate about ensuring our roles work with the grain of family life. We believe it's vital to create roles that enable people to balance purpose-driven work with other priorities in life.

We will expect you to work 35 hours per week

Contract:

This is a permanent contract. You will have a probation period of 3 months.

Racial justice, inclusion, and diversity:

We are working towards a goal where our team fully reflects that diversity and difference in lived experiences. Our work is centred around combatting white privilege and racial injustice, and we work tirelessly to identify what else we can do to ensure that The Talent Tap is an organisation that fully embraces its responsibilities to tackle racism, gender discrimination and employment bias.

We know we operate in a charity sector that struggles with racism, we are fully committed to running a recruitment process that underlines our commitment to racial justice and wider inclusion and diversity. That means:

- A really broad search, reaching out through as many different channels as we can
- A selection process based on values, skills and competencies.

We want The Talent Tap to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable

Application Process:

As we are flexible about work locations we will be using Zoom or MS Teams for video interviews for initial interview. If you need additional support with this then please do let us know what you need and where we can help make this accessible.

To apply please send a CV and covering letter to team@thetalenttap.com

Closing date – Friday 7th April

First round interviews will be held week commencing **17th April** over Zoom / Teams. Unfortunately, we are unable to give feedback to applicants not shortlisted for interview.

Final decisions to be made by **28th April**.