



Programme Officer – Role Description

The Talent Tap is a social mobility charity, and 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 Officer to work with our Programme Manager to continue to develop our offering and our reach.

Key responsibilities

School outreach & student recruitment:

- Manage our existing school outreach programme.
- Build a pipeline of opportunities to partner with new schools in line with the charity's aims.
- Visit our partner schools to promote The Talent Tap and encourage young people to apply to our programme.
- Manage and improve our student recruitment process.

Programme support and development:

- Supporting the design, delivery and management of our annual residential programmes.
- Work with the Corporate Partnerships Officer to design meaningful work placements for students and match students with placements based on their aims and interests.
- Lead on student preparation in the build up to residential programmes.
- Support the Programme Manager with training our on-the-ground summer support representatives.
- Monitor student progress and outcomes through The Talent Tap's programmes, supporting with impact analysis.
- Manage the mentees on our mentoring programme, ensuring they engage with the platform.

Student engagement:

- Work with the Programme Manager to deliver our annual communications timeline with students.
- Act as the main point of contact for all students in the early stages of The Talent Tap.
- Take ownership of our student handbook, keeping it relevant and up to date.
- Build on existing processes, ensuring that all students are kept up to date in our CRM.

Marketing & events support:

- Work with the Corporate Partnerships Officer to create content for our social media platforms (mainly Instagram and TikTok).
- Support in the organisation and delivery of our annual events (e.g. seasonal fundraisers, our annual Youth Symposium and networking receptions).

Person specification:

- Passionate about social mobility
- Organised and superb prioritisation skills
- A good communicator with strong presentation skills
- Keen to learn in a fast-growing organisation
- Excellent attention to detail
- Ability to demonstrate initiative, be proactive and offer a problem-solving approach
- Willing to travel within the UK and spend some time away from home (approx. 4 weeks a year)
- A thorough working knowledge of Microsoft Office (OneDrive, Excel, Word etc.)

Desirable:

- Experience working with young people
- Full, clean driving licence
- A good knowledge of social media platforms (specifically Instagram and TikTok)

Location & hours of work:

Office space in Winchester/Basingstoke. This is a permanent contract (subject to 6 month probationary period). You'll work 35 – 40 hours a week.

Benefits:

- Opportunities for rapid career progression in a small, dynamic team
- Automatic enrolment to workplace pension scheme with 3% employer contribution
- Part of a friendly team making a real difference in the social mobility space
- 28 days holiday including bank holidays (with a discretionary break in December)
- Salary range between £24,000 and £26,000 per annum DOE
- Flexibility. In-person time with the team is important and so we'd ask you to be in the office 2-3 days a week. Where you are the rest of the week is up to you!

The application process:

Stage one: Send a copy of your up-to-date CV and a one-page cover letter outlining why you're suitable for the role to team@thetalenttap.com. **Include the job title in your subject line.**

Stage two: An informal 20-minute Zoom call with the Programme Manager to answer some scenario-based questions, discuss the ins and outs of the role in more detail, and give you the opportunity to ask questions.

Stage three: A 45-minute formal interview via Zoom with our CEO and one of our trustees.

If you need additional support with using Zoom/Teams for interview, then please do let us know what you need and where we can help make this accessible.

Closing date – Friday 17th November

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 adjustments.