

# Programmes & Engagement Coordinator

## Job Description

**Job title:** Programmes & Engagement Coordinator

**Location:** Vox Studios, 1–45 Durham Street, London, SE11 5JH (hybrid working, working from home on Wednesdays and Fridays)

**Contract:** 37.5 hours per week (full time)

**Salary:** £29,000

**Start:** As soon as possible from February 2026

The Fore is the only venture philanthropy fund in the UK turbocharging the best small charities and social enterprises. Our goal is for exceptional solutions to get from grassroots to nationwide impact in five years. Together, we are creating a society that solves its own problems. As our ambitions and activities continue to grow, we are seeking a new member of the team who is highly organised, uses initiative, and is an excellent communicator to join us as Programmes & Engagement Coordinator.

## Summary

This is an exciting and varied opportunity to join The Fore and play a vital role across both our partnerships and programme teams. You'll help coordinate key events across different stakeholders, including our corporate partners, the charities we fund, skilled volunteers who offer professional expertise to our charities, and our consultants who support organisations through the application process. Alongside this, you will help bring our work to life by drafting content and supporting the team in planning and publishing posts for our social media and beyond. You'll also work closely with the Programmes Team to support our grant making processes, helping us to keep things running smoothly throughout our grant funding rounds.

The role is perfect for a friendly, proactive and enthusiastic individual looking to learn more about social impact and charitable giving. You'll bring excellent communication skills, strong attention to detail and great organisation to help keep activities and projects on track. With opportunities to support events, social media and comms, and partnership and programme activity, no two days will be the same.

## About The Fore

The Fore is creating a society that solves its own problems. Each year we give money and skills to around 50 of the best grassroots charities and social enterprises in the UK: [The Fore Impact Report 2024/2025](#). We are the only venture philanthropy fund in the UK doing this work and we are growing.

The charities we fund work across the most pressing social justice issues, including homelessness, refugee support, mental health and racial justice. We also connect our charities with expert volunteer support in areas like marketing, IT, finance planning and strategy.

The Fore is a small team of 9 employees so your contributions will make a big impact. We're a warm, friendly and collaborative bunch who balance hard work with fun, connecting over lunches together and enjoying team socials. If you're looking for a workplace where you can grow professionally within a close-knit, supportive environment, you'll feel right at home at The Fore.

## Key responsibilities

### Event & Comms Coordination

- Support the end-to-end coordination of online and in-person events, e.g. setting up online meetings, booking in-person venues, sending invites, collecting feedback. These events include:
  - Skills-based volunteering events that connect the charities we fund with professionals who offer their expertise to help organisations grow.
  - Our Funders Collective events that bring funders together to exchange ideas and explore how funding can drive deeper impact.
  - Showcases aimed to connect the charities we have backed with funders, think tanks and other stakeholders.
- Provide on-hand support to ensure events run smoothly.
- Manage the communications calendar and make sure social media posts are drafted and reviewed on time.

### Programmes

- Assist with the smooth delivery of our funding rounds, e.g. updating our CRM (Salesforce), sharing updates with our team of consultants, reviewing feedback provided to grant applicants, coordinating with our Finance Team on grant payments.
- Help the Programme Team with the management of our peer learning and workshops programme, giving charities the skills they need to thrive.
- Support the Programme Team with ad-hoc data collection for impact analysis and reporting.

### Organisation-wide support

- Maintain accurate records and ensure our database and task management tools are kept up to date to help the team stay organised.
- Provide flexible administrative support to The Fore team across all areas of work and other projects as required.
- Provide additional administrative or operational support when required, including limited cover for the info and pro bono mailboxes during periods of leave.

### Candidate profile

- Enthusiastic, hardworking and friendly with a proactive, 'can do' attitude.
- Highly organised, with an ability to prioritise a varied and busy workload to meet deadlines.
- Someone who takes initiative and can work independently with a small, agile team.
- Diligent with excellent attention to detail.
- A great communicator with excellent interpersonal skills.
- Passionate about social change and building a career in the social impact sector.
- Proficient in the use of Microsoft Office.

No previous knowledge or experience of the charity sector is required but we're particularly keen to talk to people who...

- Have experience in event planning and coordination and really enjoyed it, or are keen to build skills in this area and feel you would be good at it.
- Understand why what our funded charities are doing is so important – this might be because you benefited from an amazing charity sports programme when you were at school, or because you care about climate change and want to see more green community projects flourish.

## What we offer

- The ability to work from home (if you like) on Wednesdays and Fridays.
- 25 days leave, rising by 1 day for each year of service up to a total of 30 days, plus bank holidays and an additional 4 days during our Christmas closure.
- Additional benefits include: 3 volunteering days per year and cycle to work scheme.

## Location

We have a hybrid working model – we work three days a week in our office in Vauxhall, Central London, and two days from home.

## Next steps

To apply, please email your CV and an answer to the below questions to Alex Edwards: [alexandra@thefore.org](mailto:alexandra@thefore.org) and we'll be in touch:

*Can you share an experience from your day-to-day life where you had to step out of your comfort zone or do something unfamiliar? Describe how you approached the situation and what you learned about yourself in terms of personal growth. We would like a non-work-related example and please ensure your response is no more than 200 words.*

*Starting a new role always involves a learning curve. What do you think you would find most challenging about this role, and what support would help you do your best work? Please ensure your response is no more than 200 words.*

Application deadline: Monday 2<sup>nd</sup> February by 9am. Early applications are encouraged.

If successful at the first stage, you will be invited to a 10–15-minute online chat. Candidates who advance from this conversation will be invited to an in-person interview in the week commencing 9<sup>th</sup> February at our offices in Vauxhall, Central London.

## Equal opportunities

The Fore is committed to providing equal opportunities without regard to race, religion, nationality, gender, sexuality, disability or age. We welcome applications from all qualified candidates. If you have any accessibility needs that require an alternative application format or any adjustments, please let us know by emailing [alexandra@thefore.org](mailto:alexandra@thefore.org).