

Programme Assistant - August 2024

Job Description

Job title: Programme Assistant

Location: V107, Vox Studios, 1-45 Durham Street, London, SE11 5JH (hybrid working, working from home on Wednesdays and Fridays, though this may be subject to change)

Contract: Fixed term contract for 12 months, with a clear ambition to extend, 37.5 hours per week (full time)

Employment term: 12 months from start date

Remuneration: £26,000

Start Date: October or November 2024

Would you like to be involved in improving society?

Are you well organised?

Do you like helping people?

Would you like to be part of a friendly, fast-paced team that is backing the best small charities and social enterprises in the UK?

If yes, then the role of Programme Assistant at The Fore might be for you!

Summary

An exciting, varied role with lots of opportunities to learn and develop. Perfect for a friendly, hard-working individual looking for a first job in the charity sector.

The Programme Assistant role is a varied role supporting The Fore's work sharing funding and skills with exceptional small charities in the UK. You'll be a key part of our small but mighty Programme Team, supporting the smooth running of our funding rounds, coordinating meetings, developing comms for our social media, and being the first port of call for queries from charities interested in The Fore. The ideal person will be friendly, proactive, enthusiastic, and have great attention to detail with a genuine interest in social impact and learning new things. With opportunities for professional development and a supportive and friendly team environment, this position offers a chance to make a difference while developing skills.

About The Fore

The Fore is on a mission to turbo-charge exceptional small charities that are transforming lives and society. Each year we give money and skills to around 50 of the best grassroots charities in the UK. We are the only venture philanthropy fund in the UK doing this work and we are growing fast.

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 help in marketing, IT, finance planning and strategy from our extensive networks of professional people who want to share their knowledge for free.

The Fore is a small team of c.10 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 every other month. 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.

Responsibilities

This role reports to Francis Shaw, Head of Programmes and Impact, and will be working alongside Kelly Ruder, Programme Officer. Key responsibilities are:

- Responding to enquiries via our info@ mailbox and phone line
- Supporting the coordination of The Fore's funding rounds – including preparing and proofing documents, and taking minutes
- Helping to organise catch-up meetings with the charities we fund
- Supporting the coordination of our peer network (this helps our charities connect with each other) and the training and workshop programmes we offer – including administration support, organising online events and promoting workshops via our mailing lists and social media
- Supporting The Fore's general communications through drafting social media content
- Gathering data, data entry and drafting associated reports to help with our impact reporting
- Support the Programme Team and other colleagues across all other areas of work, where required

About you

- 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 within a small, agile team
- Diligent with excellent attention to detail
- A great communicator with excellent interpersonal skills
- Excited to be part of a team and to work together in an office three days a week
- Passionate about supporting small charities and social enterprises
- 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 worked in customer facing roles (e.g. retail or hospitality) and really enjoyed it! We're all about trying to give our charities the best support possible so we need to know you take pride in offering great service – and don't mind dealing with the odd tricky customer
- Understand why what our funded charities are doing is so important – this might be because you benefitted 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, though this may be subject to change
- 32 days annual leave – made up of: 20 days leave with 4 additional days between Christmas and New Year, and 8 bank holidays
- The opportunity to have a real impact on society, while developing your knowledge of the charity sector and developing skills, as well as training in the use of a CRM system (Salesforce)
- Team socials

Start date

October or November 2024

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

Please send a CV (no more than two pages) and an answer to the question below to info@thefore.org by 12:00 noon Tuesday 10th September:

Can you share an experience from your life where you had to step out of your comfort zone? Describe how you approached the situation and what you learned about yourself in terms of personal growth. We'd prefer a non-work-related example if possible, and please keep your response under 500 words.

Early applications are encouraged.

If successful at the first stage, you will be invited to a 15–30 minute chat with our Head of Programmes and Impact. Candidates who advance from this conversation will be invited to an interview on Friday 4th October 2024 and asked to complete a task beforehand.

Want to hear more from us about the role?

Join our online info session at 12:00 noon Friday 23rd August. You can register here:

<https://www.eventbrite.co.uk/e/977953323717?aff=oddtcreator>

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 at info@thefore.org.