Programme Officer

Job description

Contract: Permanent, full time (37.5 hours per week)
Office location: Vox Studios, 1–45 Durham Street, Vauxhall, London, SE11 5JH (hybrid working pattern)
Salary: Up to £36,000
Start date: As soon as possible, from January 2027

Are you passionate about social change?
Are you highly organised, and do you have strong attention to detail?
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?

We are recruiting a Programme Officer to join our programmes team. This exciting role will play a vital role in supporting the smooth running of our funding rounds and wraparound support to help the best small charities and social enterprises in the UK thrive.

Who we are and why we are needed

The Fore is creating a society that solves its own problems. Each year we provide funding and skills to the best grassroots charities and social enterprises in the UK and we are growing.

Across the UK, talented people within communities are building practical solutions to our most complex challenges – from poverty and mental health to education, exclusion and sustainability. However, the vast majority of these solutions do not achieve their potential to drive wider change across society because of failures in how the funding system works.

The Fore is the UK's only venture philanthropy fund that has cracked the code in how to identify and fund grassroots innovation and catalyse change. Since 2017, The Fore has been backing the best grassroots leaders and solutions with astonishing results. So far over 50% of organisations supported eight years ago have gone on to influence policy, shape national conversations and change lives at scale – see The Fore's 2025/26 Impact Report.

Currently The Fore is funding around 50 of the best organisations per year and supporting hundreds of others with skills. However, as an organisation we need to do more. We are looking to scale our impact through two routes. Firstly, by increasing our work backing the best charities and convening and educating donors, and secondly by leading change in the broader funding system.

The role

This is an exciting opportunity to play a role in how The Fore finds and backs the best grassroots charities and social enterprises with the funding and skills they need to thrive. You'll support the day-to-day delivery of our core funding rounds and scale up programme, from working closely with our team of Strategic Applicant Consultants who guide organisations through the application process to coordinating grant agreements and payments.

You'll also nurture the organisations we fund, acting as their main point of contact and connecting them with the right support. You'll liaise with external partners to coordinate trainings for our workshops programme, making high-quality support accessible to small charities and social enterprises.

This is a hands-on role for someone who is excited by working with innovative grassroots organisations. You'll bring some experience of programme delivery, be highly organised with great attention to detail, and enjoy being part of a friendly, fast-paced team.

Key responsibilities

Programmes

- Deliver key stages of our funding rounds, working with the Programme Manager and Programmes & Engagement Coordinator to review feedback provided to grant applicants, review panel reports and provide feedback to Strategic Applicant Consultants (SACs), take panel minutes, liaise with our Finance team on grant payments, and updating our CRM (Salesforce).
- Recruit, train and coordinate our team of SACs, supporting them throughout our funding rounds, ensuring our commitment to high-quality feedback and support to charities is assured throughout.
- Liaise with external partners to curate our workshops programme and impact measurement courses, working with our Programmes & Engagement Coordinator to support the coordination of this programme.
- Organise peer learning events and dinners.
- Manage the end-to-end process for M&E calls ensuring annual calls are organised, and survey responses received in advanced in order to facilitate timely payments, strong impact and financial controls.
- Support the Programme Team with ad-hoc data collection for impact analysis and reporting, drawing insights on how we can improve what we do and share our learnings with the ecosystem.
- Be the primary programme point of contact for our scale up programme, identify suitable SACs and charities for various stages, in consultation with the team and ensuring the programme is delivered on time and all stakeholders managed effectively.

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 or operational support to The Fore team across all areas of work and other projects as required.

Person specification

Attributes

- Enthusiastic, hardworking and friendly with a proactive, 'can do' attitude.
- Curious and keen to learn, combining ambition and drive with humility and openness to others' expertise.
- Ability to work collaboratively and effectively across teams.
- Commitment to fairness, ethical behaviour, and listening to and valuing others' opinions.
- Awareness of and sensitivity to cultural differences; values diversity and its importance to an organisation's performance.
- 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.
- Strong oral and written communication with excellent interpersonal skills.
- Passionate about social change and building a career in the social impact sector.
- Proficient in the use of Microsoft Office. Salesforce, Trello and Claude are an advantage.

We are a lean and nimble organisation, and this is an exciting role in a growing team. Responsibilities may change and develop as the organisation moves forward, and we are looking for someone who is excited to help us build its future.

We believe diversity of perspective makes us better. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates, and candidates with disabilities.

Key details

Contract: Permanent contract with a six-month probationary period. The role is full time (37.5 hours per week).

Reports to: Programme Manager.

Location: Our office is based at Vox Studios in Vauxhall, London. We have a hybrid working pattern of three days in the office (Monday, Tuesday and Thursday) and two days at home (Wednesday and Friday).

Annual leave: 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: 3 volunteer days per year and cycle to work scheme.

Next steps

To apply, please submit your CV and a covering letter to alexandra@thefore.org

In your covering letter, please:

- say why you would like to work for The Fore; and
- explain how your skills and experience are transferable to the needs of this role.

Application deadline: Monday 7 December 2026, 9am.

Key dates

- If successful at the first stage, you will be invited to a 10–15 minute online chat: 11 December 2026
- Panel Interviews: 6–7 January 2027
- Hiring Manager Interviews: 14 January 2027
- Ideally, we are looking for someone to start as soon as possible but will consider later start dates for the right candidate

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 info@thefore.org.