

Ignite! Job Pack: Programmes Officer

Core details

Job Title: Programmes Officer

Accountable to: Programmes Manager

Location: Nottingham

Contract type: Fixed term and Part time (12 months and 4 days per week)

Salary: Officer Band (Spinal point 1 £19,883.50), pro-rata.

Closing Date: Sunday 7th August (applications will be accepted until midnight)

Background

Ignite! has a long and distinguished history as a small, but mighty Nottingham-based charity that supports young people to develop their curiosity and creativity to equip them for an unknown, but exciting future. We facilitate creative partnerships between professional sectors and communities of young people, including schools, youth groups and community groups, particularly those at risk of social exclusion. We link young people with a variety of professionals to share learning, develop understanding, and celebrate new ideas and ways of thinking.

Ignite! is the producer of the Nottingham Festival of Science and Curiosity, which takes place each year in February. The festival programme is highly diverse, including a festival magazine and tv show, projects with schools and a broad public events programme in venues across Nottinghamshire.

Ignite Futures Ltd, trading as Ignite!, is a Charity (number 1176754) and Company limited by guarantee, registered in England (number 05969189). www.ignitefutures.org.uk

The Role

We have a brilliant opportunity for a Programmes Officer to join the Ignite! team working across all of our programmes. Specific programmes include:

- Creative Sparks, weekly after-school sessions, developing the self-belief, confidence and communication skills of children aged 5-10 through creativity and curiosity
- Curious Tots, a three-year programme developing the language and communication skills of young children through embedding curiosity in a nursery setting and in the community
- Festival of Science and Curiosity, a highly collaborative project working with partners across Nottinghamshire to deliver a wide range of activities celebrating science and

curiosity

- Ada Lovelace Day, a yearly celebration of women and girls in science for secondary school pupils delivered in partnership with BioCity
- Primary Parliament, a termly coming together of school council representatives from Nottingham primary schools at the Council House
- Other one-off projects with schools and community groups across Nottingham

You will play an essential role in these, supporting the Programmes Manager to develop ideas, action plans, and resources for activities; deliver sessions with children and families; create and use communications channels to promote projects; and capture necessary information for evaluation purposes.

Key responsibilities of this role:

- Support the Programmes Manager to develop, prepare and deliver high-quality activities and events that support the aims of the charity;
- Create content to capture, share and promote projects, including using social media channels

Candidate profile

This is an exciting and rewarding opportunity to join an innovative and highly collaborative charity across a range of programmes with young people of different age groups and in different settings.

We are looking for an enthusiastic and creative candidate who is keen to develop experience in running programmes for children and families by getting stuck in.

Please read the full job description at the end of this Job Pack. The essential experience, understanding and knowledge criteria for this role are:

- Experience of engaging with children and/or young people
- Excellent communication skills with both children and adults
- Excellent organisational and time management skills

Application Process

Closing date for applications: Sunday 7th August (applications will be accepted until midnight)

Please apply via email only. Send a **CV and covering letter** explaining how your motivations, skills and experience are an excellent fit for this post. Applications or enquiries should be sent to our Operations Manager, Sarah Walley - sarah@ignitefutures.org.uk

Interviews will be held on Monday 15th August 2022 at Ignite!'s offices in Nottingham City Centre. Further details will follow to shortlisted candidates.

If successful, the offer of the role will be subject to satisfactory references, and an Enhanced DBS (Disclosure and Barring Service) check and clearance in line with our Safeguarding Policy.

Ignite! Culture & Benefits

Ignite! is a small organisation with big impact. We currently operate with two staff members in management roles (Operations and Programmes) and a variety of temporary staff and interns (over 30 individuals in 2021).

As part of our four key values, we prioritise the protection and comfort of our employees, volunteers, participants and partners and seek to maximise their potential and their experience.

As such, Ignite! is committed to:

- an open and fair pay system;
- providing the Living Wage to all employees, contractors and freelancers;
- providing an attractive total reward offer (pay, benefits, personal development, career progression, work-life balance, and environment and culture) to attract, engage and retain;
- 25 days annual leave (pro-rata) in addition to statutory holidays; plus, you will not be required to work between 24th December and 1st January;
- flexible working and well-being policies;
- season ticket loans;
- cycle to work scheme;
- bespoke personal development opportunities;
- rewarding performance, skills and experience appropriately;
- promoting an equal pay agenda by ensuring that pay systems meet legislative requirements and to actively work towards reducing any unjustified pay gaps.

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Salary band: Officer Band (Spinal point 1, £ 19,883.50), pro-rata.

Reports to: Programmes Manager

Line manages: No line management responsibilities. The role may include some volunteer management as and when required.

JOB DESCRIPTION

The Programmes Officer will support the Programmes Manager to develop ideas, action plans, and resources for activities; deliver sessions with children and families; create and use communications channels to promote projects; and capture necessary information for evaluation purposes.

Job Purpose

- Work with the Ignite! Programmes Manager and a wide range of external partners to support the coordination, development and delivery of Ignite!'s portfolio of youth-focused project and programmes.

Primary responsibilities:

- Take an active role in the creative development and delivery of activities for children, young people, and families, in line with our child protection policy;
- Support the promotion and visibility of Ignite!'s programmes through the creation of marketing materials, use of social and digital media, and handling of other communications networks such as press and newsletters;
- Work closely with external partners, interns, and volunteers to deliver programmes;
- Support the maintenance of a high-level of observations, record-keeping, and reporting for evaluation and monitoring purposes;
- Undertake any other duties as may reasonably be required.

PERSON SPECIFICATION:

Skills, experience and knowledge	Essential (E) or Desirable (D)
Experience of working with children and/or young people	E
Excellent communication skills	E
Excellent organisation and time management skills	E
Experience of coordinating events	D
Good working knowledge of Microsoft Office, Google Suite, and Wordpress	D
Understanding of safeguarding (training will be provided)	D
Basic level experience of using Wordpress, Canva and Adobe	D
Qualifications	Essential (E) or Desirable (D)
No specific qualifications required	
Personal attributes	Essential (E) or Desirable (D)
Creative	E
Understanding of, and commitment to, the vision and mission of Ignite!	E
Self-motivated	E
Flexible approach and willingness to reflect, adapt and respond	E
Ability to build positive relationships	E
Ability to work on your own initiative	E
Ability to work as part of a team	E