**Programme Officer**

Permanent, full time

£36,000 to £38,000 package per annum DOE

January 2025

Cumberland Lodge, based in Windsor Great Park, is an educational charity that exists to provide young people with the skills, perspective, and confidence to question, challenge, and understand, some of the most complex social issues of our time. Our work currently centres around ethical leadership and developing democratic engagement.

We are seeking a Programme Officer to help develop and deliver our programme of educational activities. The successful candidate will join a thriving organisation as part of a small Programme team under the leadership of the Programme Director. The Programme Officer will play a key role in developing and managing our work, underpinned by the twin objectives of nurturing young people as ethical leaders and creating programmes that empower others, through dialogue and debate, to tackle the causes and impacts of social division.

**Job description**

We are seeking to appoint a strong team player who can also work independently, who is a well-organised and efficient administrator, with excellent IT and inter-personal skills. They must be intellectually curious with strong research abilities, and a confident and articulate communicator. Alignment with our ethos of seeking to address challenging social issues through constructive dialogue is essential.

This role will be responsible for managing our cohort programmes including currently: *Freedom of Religion and Belief*, *Rule of Law*, and *Gen Z and the City*. In addition they will coordinate our Fellowship scheme. There is scope for the development of new programme areas, including working with the arts, as we respond to contemporary challenges.

**Reporting to:** Programme Director

**Working closely with:** Programme team, Communications & Engagement team, Chief Executive, Front of House team

**Duties**

* Work with the Programme team, to design and deliver educational resources, workshops, and conferences, including Freedom of Religion and Belief, Rule of Law, and intergenerational change;
* Manage the Cumberland Lodge Fellowship scheme, including the annual Fellows’ Retreat;
* Deliver Exploring Ethics and other Cumberland Lodge workshops as requested;
* Identify potential partners and collaborate with stakeholders related to programme activity;
* Produce funding proposals;
* Produce and/or editing briefing papers and reports when required;
* Produce digital content for online learning and engage regularly with the community engagement platform, including identifying topics, producing webinars and podcasts;
* Act as Duty Officer for 8 weekends (involving, if required, giving welcome talks, leading Exploring Ethics Sessions, and escorting groups to the Royal Chapel). Accommodation is provided on these weekends.
* Attend departmental, staff, and ad hoc planning meetings
* Work with the Communications team to produce website and social media content relating to the Programme.
* Carry out history tours and welcome talks for external guests.
* Carry out other tasks as may be reasonably required to facilitate Cumberland Lodge’s work.

**Other**

* Act at all times as an ambassador for Cumberland Lodge.
* In common with all Lodge staff, to work flexibly and to carry out such other duties as may be reasonably required to facilitate the smooth running of the business.

**Person specification**

**Essential criteria:**

* Undergraduate degree in a relevant social science or humanities discipline;
* Experience of working with young people and youth organisations;
* Experience of facilitating group discussion in a learning environment;
* Experience of project and event organisation and management, from inception to evaluation;
* Experience identifying and applying for funding;
* Excellent communications skills, verbal and written, for a range of audiences;
* Ability to build and maintain networks across a range of sectors;
* Ethos of collaboration and team work;
* Experience using a range of IT packages and platforms.

The successful candidate will have a graduate qualification as a minimum requirement, in a relevant social science or humanities discipline, as the role will involve developing programmes with academic content. Working with young people, and experience designing and delivering teaching and/or training material, in formal and/or non-formal education settings, is also an essential criteria.

**Desirable criteria**:

* Postgraduate degree in a relevant social science or humanities discipline;
* Conducting research into programme content;
* Design and delivery of online educational material (e.g. podcasting, Arc GIS Storymaps, animations etc).

**Hours:** 37.5 hours per week

**Location:** Based at Cumberland Lodge in Windsor Great Park. (Applicants should be aware that Cumberland Lodge is not easily accessible by public transport, therefore access to a car would be beneficial).

Hybrid working is available.

The role requires flexible working. There will be some weekend and evening duties, including programme events, facilitating workshops for visiting groups, talks and tours of the Lodge (shared on a rota basis). Accommodation will be provided on site when evening work is required.

**Benefits**

**Annual leave**: 33 days including Bank Holidays. The charity is closed over the Christmas period which will be deducted from the leave allocation. Use of a company car for business-related trips.

**Pension:** Standard Life contributory pension (10% contributions to support 5% personal contributions, with the option to increase personal contributions over and above 5%).

**Additional benefits:** Annualised hours working pattern. Lunch provided on-site. Death in service benefit 4 x salary after a probation period. Employee support benefits, includes access to a virtual GP service and mental health support.

**How to apply**

We seek to embody our vision of more peaceful, open, and inclusive societies as an employer, and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**To apply for the role of Programme Officer, please send a CV and a covering letter explaining why you wish to apply and how you meet the criteria, to: Melissa Galvan, HR Officer, at:** [**mgalvan@cumberlandlodge.ac.uk**](mailto:mgalvan@cumberlandlodge.ac.uk)

***Applications without a covering letter will not be considered.***

**Application Deadline:**  9am, Monday 10 February 2025

**Interview Date:** Wednesday 26 and Thursday 27 February 2025

Interviews will be conducted in person as it is important to get a sense of the site. On-line interviews will only be conducted in exceptional circumstances.

Shortlisted candidates will be asked to make a presentation and may be asked to attend a follow up interview.