



**making physics
matter**

Job description: Programme Officer

- Salary:** £28,000 - £31,000 per annum (depending on experience)
Reports to: Head of School Partnerships
Location: The Phoenix Brewery, 13 Bramley Road, London W10 6SP or remote working (with ability to travel to the south of England)
Hours: Full time (35 hours per week), flexible working, including part time hours, may be considered.

The Ogden Trust is a family charity set up by Sir Peter Ogden and launched in 1999. The Trust's aim is to maximise the opportunities available to young people in all parts of the UK's education system from EYFS to post-16. The Trust is now focused on science, particularly physics. It supports a range of initiatives, programmes and projects across England to promote the teaching and learning of physics.

Job scope

This role is part of a team of staff and consultants, working under the Head of School Partnerships, to develop and deliver the Trust's School Partnerships programme. This post will have specific responsibility for ensuring delivery of school partnerships in a specific region and for managing and developing content for a strand of activity.

The post holder will also be required to contribute to other projects outside their remit to aid the Trust's activities, particularly with regards to event management. The role occasionally involves some work in the evening and at weekends, which will be managed in line with our time off in lieu (TOIL) policy. The role will also involve some UK-wide travel.

Key tasks and responsibilities

1. Manage the administrative side of the programme in a specific region, including application, funding, reporting, and any interim requests.
2. Request, process and collate data for the school partnerships programme.
3. Oversee a team of consultants who act as regional representatives for the programme, including running termly meetings, reviews, communications, and allocation of days to inform contracts.
4. Serve as a point of contact for queries on school partnerships.
5. Update and maintain financial records for school partnerships, including producing a monthly financial report for the Head of School Partnerships.
6. Organise and run events related to the School Partnerships programme, such as teacher conferences, regional conferences, induction events, lab openings.
7. Liaise with the communications team to update and maintain the relevant sections of the website and social media presence.
8. Visit schools involved in the programme to meet staff and students, get feedback on their experience, and celebrate their achievements.
9. Contribute to the evaluation of the programme, through collecting, processing, and analysing the data for school partnerships.
10. Contribute to and support the team as reasonably required.

Person specification

Knowledge

- Excellent knowledge of office systems and procedures, including a good level of competence in Microsoft Office and Customer Relationship Management (CRM) systems Essential
- Educated to degree level (or NVQ level 4 or other equivalent) with at least two years' office-based experience Highly desirable
- An understanding of the education system and the needs of schools, teachers, and young people Highly desirable
- An interest in physics and its broader social significance Desirable

Experience

- Experience of programme administration Essential
- Experience of working in a team environment Essential
- Experience of events organisation Essential
- Experience of marketing and promotion to education/schools/young people audiences Highly desirable
- Experience of building relationships with teachers Highly desirable
- Experience of managing contractors working on outsourced projects Desirable
- Experience of administering selection processes, for example for grants and awards Desirable

Skills

- Very good interpersonal and communication skills (both oral and written) Essential
- Very good organisational and administrative skills Essential
- Good problem-solving skills Desirable
- Good presentation skills Desirable

Abilities

- Able to meet deadlines under pressure, often balancing conflicting priorities Essential
- Able to generate ideas and translate them into working practice Essential
- Adaptable and flexible with the ability to work effectively in a team and alone Essential

Personal qualities

- Maintains a friendly and professional approach when dealing with a variety of people Essential

Circumstances

- Able to work in a non-smoking environment Essential
- Able to be flexible about working hours, including working evenings and weekends on occasion and travel to visit schools Essential

This is a description of the job as it is presently constituted. It is the practice of the Trust to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are reasonably required, in discussion with the postholder.