



Programme Officer (part time)

Location: London Office and Remote Working

Salary: £22-25K base (experience dependent) pro rata 0.5 FTE / 20hrs pw

This role is offered on a flexible basis, perfect alongside studies or other part time work and to gain some experience in a start-up. There is potential for this role to become full time in the future.

Do you want to work for an ambitious social start-up?

Do you want to grow with a company with international expansion plans?

Are you passionate about helping underrepresented young people become the leaders of tomorrow?

We have a really exciting opportunity to play a **pivotal role** as a Programme Officer at **Circl**. You will be responsible for planning and coordinating our Circl programme with our business professionals and our ambitious young people from underrepresented backgrounds.

What Do We Do?

At Circl, we believe in a world where anyone can learn to leader, regardless of their background. We believe in a new kind of leadership – one that has empathy, diversity and empowerment at its core.

Our accredited coaches train professionals to use coaching to lead and be led alongside talented but underrepresented future leaders through our Leadership Development Programme.

It's a uniquely effective way to help **businesses build a coaching culture**, while giving talented **young people** the skills they need to succeed and achieve their goals.

We've already done some amazing work with lots of young people and businesses including **Facebook, Uber, Etsy, British Land, Allen & Overy, Google, Hello Fresh, and Innocent.**

Click [**HERE**](#) to go to our website to get a flavour of what we do.

What Will You Do?

This is a role with incredible scope and opportunities for quick progression into any area of a growing business.

You will work closely with our Programmes teams: Sarah and Luxsiya (who you will report into) to support with planning and delivering our Circl programmes. This includes:

- **Programme coordination;** taking care of planning, logistics and communications for each programme, which currently takes place virtually on the Zoom platform.
- **Relationship management;** acting as a point of contact for our business professionals and our young future leaders on our programmes in an engaging and proactive way.
- **Day-to-day operations;** supporting the team to document and develop processes that can grow with us like creating engaging programme communications
- There will also be opportunities to get involved with all areas of the business

Why Join Us?

- **Make a difference** – Our programme helps young people from underrepresented backgrounds develop their interpersonal and leadership skills.
- **FREEEDOM!** – There's scope to do a lot with this role. You have the freedom to come up with awesome ideas and run with them.
- **Flexibility** – We don't believe in rigid working times or places. You have the freedom to work in a way that works best for you.
- **Ambitious growth** – We want to build a world where everyone can learn to lead. We have huge plans for international growth and you'll be an important early hire.
- **Our people** – We're a close-knit, inclusive team who are really passionate about what we do. We want to make the world a better place and have fun while we do it!

Who are we looking for?

For us the most important thing is that you're the right person for the team. Here are the qualities we're looking for:

- **Passion** - Just like the rest of the team, you are genuinely engaged in our mission. You want to work for a company with purpose. You care about what you do, and you want to spend your time helping make the world a better place.
- **Detail-orientated** – You're organised and have great attention to detail and love making sure nothing slips through the net.
- **Effective communicator** – You will spend a lot of your time talking to a wide range of professionals and young people across a range of business sectors. You're able to adapt depending on who you're talking to and you get on with just about anyone.
- **Team-Player** - Queue the clichés... In all seriousness, we're a close team who help each other out every day. We actively look to share the load and help out where we can. We bring solutions to the table, not problems.
- **Self-starter** – You'll be proactive in looking ahead and delivering on objectives without waiting to be told what to do.
- **Commercial** - You understand why our commercial approach is so important to our social impact. You want to measure your own success and want to enable us to work with more businesses and help more people. You get stuff done.
- **Individual** - You do you and Circl will support you to do your best work.
- **Experience** – Some experience in programme or event co-ordination and working with businesses/young people would be a big advantage. This might be the first step in your career, or you might have a couple of years' work experience. The most important this is that you're passionate about what we do!

How do I apply?

We want to hear why you want *this* job, not just any job.

Send your CV (2 pages max) along with something that tells us why you're a great fit for Circl to luxsiya@circl.org

It might be a letter, a video, an example of your work, a haiku, a song, a sonnet.
Just make sure you include an email and a phone number!

From here we'll have a quick chat on the phone and the next stage will involve two interviews with separate team members.

Application deadline: **Sunday 6th December at midnight**

First round interview: **Week of 7th December**

Potential start date: **Monday 11th January**

This is a part-time role equivalent to 20 hours a week with some flexibility around days worked. Our core working hours are 9-5pm so with your application please include a 20hr regular working pattern that would suit you best (e.g.: Monday to Friday AM or Tuesday-Thursday 9am-4pm) or any other commitments you would like us to be aware of.

We want to create an environment where everyone, from any background, can do their best work. We believe having a diverse team is the right thing to do and support diversity in all forms, including socio-economic background, gender, race, disability, age, religion, sexual orientation and life experience so we welcome and encourage job applications from people of all backgrounds.

If you have any questions about the role before applying please get in touch with luxsiya@circl.org. Appointment subject to references and DBS check.

What are you waiting for... APPLY NOW!

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