



## Programme Officer

Location: Remote + London Office ([Paddington Works](#)) 1 / 2 days a week.

Salary: £23-25K base (experience dependent) and opportunity for commission

\*\*\*Applications sent via LinkedIn will not be considered. Applications to be sent to [sarah@circl.org](mailto:sarah@circl.org) \*\*\*

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 supporting 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 leading on programme management for 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 lead, **regardless of their background**. We believe in a **new kind of leadership** – one that has **empathy, inclusion** and **empowerment** at its core.

The Circl Leadership Development Programme **is the first of its kind**. We train professionals at top businesses alongside Future Leaders from under-represented backgrounds in **'the coach approach' to leadership**.

Each professional is matched 1 to 1 with a Future Leader and they apply the skills they learn **by coaching each other on their real-life challenges and goals**.

Everyone's an equal on the programme with the young people coaching the professionals just as much as the professional coach the young people. What's more all participants (**both professionals and young future leaders**) receive the same level of professional coaching qualification recognised by the **Association for Coaching** on completion.

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.

The business model is also unique as the companies that participate in the programmes pay for their teams to participate (normally in cohorts of 20), while also paying for the **experience and certification for the young Future Leaders**.

We've already done some amazing work with lots of young people and businesses including **McKinsey, Facebook, Uber, eBay, O2, Etsy, British Land, Allen & Overy, Google, Hello Fresh, Innocent, Landsec, PepsiCo, Trustpilot** and many more.

Click [HERE](#) to go to our website to get a flavour of what we do and read some case studies.

## What Will You Do?

This is a role with incredible scope and opportunities for quick progression.

You will work closely with our Programmes teams to support us with planning and delivering our Circl programmes. This includes:

- **Programme logistics;** taking ownership of planning, logistics and communications for each programme, which takes place on zoom. Problem solving with a proactive attitude to our participants and facilitators.
- **Day-to-day operations;** you'll help us improve our processes, supporting the team to document and develop processes that can grow with us like creating engaging programme communications. We have lots to build so you can put your own spin on things!
- **Relationship management;** acting as a point of contact for our business professionals and our young future leaders on our programmes
- There will also be opportunities to get involved with all areas of the business so if you have other passions that can support us we want to hear about them!

## Why Join Us?

- **Make a difference** – Our programme helps young people from underrepresented backgrounds develop their interpersonal and leadership skills.

- **Autonomy!** – 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:

- **Connected to social impact** - 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** – You may have been a future leader on our Circl programme or a couple of years experience in an administrative role and looking for a company you can develop your programme officer skills in.

## 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 this role specifically at Circl to [sarah@circl.org](mailto:sarah@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 there will be two interviews with separate team members. Applications will be considered on a rolling basis so apply as soon as you can.

Application deadline: **Friday 10th December at midnight**

First round interview: **w/c 13th December**

Potential start date: **w/c 7th February**

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 [sarah@circl.org](mailto:sarah@circl.org). Appointment subject to references and DBS check.

What are you waiting for... **APPLY NOW!**

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