

Job Description | Programme Assistant

Job Title:	Programme Assistant
Responsible to:	Chief Operation Officer
Salary:	Up to £24k (Pro-Rata) dependent on experience
Hours:	37.5 hours per week. This role will require work outside regular working hours, including evenings and occasional weekends.
Term:	6 months with the possibility to extend
Location:	Hybrid; Office in Spitalfields, London (60%) and from home (40%)

Patchwork Overview

Patchwork's mission is to promote, encourage and support the active participation of young people from disadvantaged and minority communities in British democracy and civil society.

Founded in 2012, Patchwork is an organisation that creates opportunities for under-represented, disadvantaged and minority communities within British society to engage actively with politics and democracy. In 2018, Patchwork was registered as a charity with the Charity Commission for England and Wales.

Masterclass Overview

The Patchwork Foundation's flagship Masterclass Programme is for 18-30-year-olds from traditionally underrepresented communities interested in British politics and civil society, who want to develop their personal and professional skill sets. Masterclass sessions cover political campaigning, broadcast media and politics, civil service careers, leadership, and policy. Masterclasses have been led by former Prime Ministers, Secretaries of State, journalists and political strategists, with the sessions held at UK institutions like 10 Downing Street and Parliament.

Alongside our masterclasses, we host skills sessions throughout the year that focus on developing your personal and professional skills. Our alumni and supporters lead these sessions. We also run a mentoring scheme, which is an optional addition to the Masterclass programme, pairing participants with experienced professionals from various fields and experiences.

Staff Benefits

- Annual leave: 28 days per annum (pro-rata) plus bank holidays
- Pension: 5% employee / 3% employer - Total 8%
- TOIL policy for pre-approved out-of-hours work
- Annual free eye test
- Charity days
- Hybrid and Flexible Working Policies

Role

Patchwork has an exciting opportunity to join our small yet dynamic team as a Programme Assistant. We seek a highly motivated and organised individual to support the delivery team. The Programme Assistant at the Patchwork Foundation will be vital in supporting the organisation's overall mission and objectives. The role encompasses programme administration, ensuring the effective and efficient delivery of the foundation's core programmes.

This opportunity would suit someone who is organised, capable of taking on challenges and would like to learn from a dynamic team. You will have a positive 'can do' attitude and willingness to help with varied requests. We are looking for someone passionate about working with young people and interested in politics and the democracy sector.

Duties and Responsibilities

Programme Delivery

- Support planning and delivering Patchwork's programme of events for young people and celebrating our work.
- Provides logistical and administrative support and ensures that the organisation's events align with the goals of the Foundation.
- Deliver excellent communications to Patchworkers (the name we give to the young people we work with), guest speakers, venue contacts, sponsors, and all other stakeholders, and ensure smooth lines of communication between all relevant parties.
- Coordinate with guest speakers, including senior leaders in government, politics, and public life, before, during, and after events.
- Manage administration of bursaries for the programme using Xero and internal processes.
- Maintain clear, accurate, timely records and effectively share information across the team.
- Support the Foundation's monitoring, reporting and evaluation processes.
- Research and develop an outreach pipeline for all programmes, ensuring a focus on the hardest-to-reach young people.
- Create event communications, including updating the website and social media posts.
- Prepare stakeholder materials, including reports, briefings, and other relevant documents, to maintain stakeholder engagement or to engage potential new supporters.
- Research accessibility best practices and feed into programme design.

Other

- Support the CEO and COO in fundraising efforts, including researching and writing bids for trusts, foundations and corporate sponsorship.
- Support programmes team with general administrative tasks.
- Manage emerging conflicts and escalate them to management.
- Ad-hoc support at other Patchwork events.
- Ad-hoc support with other projects as required.

Person Specification

Knowledge	Essential / Desirable
Knowledge of underrepresented, disadvantaged and minority communities	E
Good awareness of UK politics and democracy	D
Understanding of the charity or democracy sectors	D
Experience	
Working with young people and supporting their development	E
Managing stakeholder relationships	D
Working with or managing volunteers	D
Event planning or management	D
Managing different streams of work, eg. multiple projects or stakeholders	D
Skills	
Using Google Suite, Zoom, Canva, Mailchimp, Wordpress, Twitter / X and Instagram	E
Excellent verbal and written communication skills, and ability to adapt style to different audiences	E
Strong organisational and administrative skills, with the ability to prioritise and manage multiple streams of work and maintain high-quality records	E
Managing conflict, solving problems and creating a positive working environment	E
Initiative and innovative thinking to adhere to timelines	E
Ability to work independently and as a team player	E
Maintaining confidential and sensitive information	E
Values	
Desire to support underrepresented, disadvantaged and minority communities	E
Able to support volunteers, stakeholders and beneficiaries with a variety of political views or beliefs	E
Understanding, empathy and commitment to Patchwork's aims and values	E

Application Process

We value and respect all differences (seen and unseen) in all people. **We actively seek and encourage applications from candidates from diverse backgrounds, particularly those from ethnic minority backgrounds or with disabilities.** We are committed to equity and inclusivity within our workforce and ensure that all candidates are considered fairly. We will consider requests for flexible working arrangements.

Application Deadline: Wednesday 2nd October 2024

Interviews: W/C 21st October 2024

- We will consider applications on a rolling basis and may close the process early.
- We will hold short telephone interviews with candidates before final interviews w/c 21st October.

Please include the following information in an email to jobs@patchworkfoundation.org.uk with the subject: *Application for Programme Assistant | [Your Name]*

1. **CV**

- Please ensure your CV outlines where your experience evidences the criteria in the [person specification](#) above.

2. **Application Questions**

- Describe your experience in managing events and how these experiences make you a suitable candidate for the Programme Assistant role? *(250 words)*
- What specifically drew you to apply for the Programme Assistant role at Patchwork? How do you see yourself contributing to our ways of working? *(250 words)*
- Why do you believe it is crucial to increase political participation among young people from disadvantaged and minority communities? How have you personally worked to support this cause, and what impact do you hope to make through your role at Patchwork? *(250 words)*

3. **Two referees.** Please include the name, email and phone number of two people we can contact for references, one of whom should be your most recent employer. Please indicate your relationship to them, they must not be friends or relatives. Referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for. We will not contact your referees without your consent.

4. **Completed Equal Opportunities Monitoring Form.**

The successful candidate will be required to undertake an enhanced DBS check prior to their appointment, which the Foundation will arrange.

Equal Opportunities Monitoring Form

Patchwork aims to promote, encourage and support the active participation of young people from under-represented, disadvantaged and minority communities in British democracy and civil society. Therefore, the Equal Opportunities Policy includes employment in that the only consideration in recruitment, training, appraisal, promotion and general treatment of employees must be how the genuine requirements of the post are met, or are likely to be met, by the person under consideration whether during the recruitment process or during their employment.

This form is not used as part of the shortlisting or recruitment process and is used purely for monitoring

Name:

Position Applied for:

Gender:	
Does this match the gender you were assigned at birth?	
Current Age:	
Sexual Orientation:	
Religion or Belief:	
<p>Disability: Under the Disability Discrimination Act 1995, a disability is defined as; "A physical, sensory or mental condition which makes it difficult for them to carry out normal day-to-day activities. It must be substantial and have a long-term effect i.e. it must last or be expected to last for 12 months."</p> <p>Please indicate if you have a disability as defined above.</p>	If Yes, please provide further detail:
Ethnicity:	
What was the occupation of your main household earner when you were aged 14?	

Any Additional Information:

Please sign below to confirm all details above are correct

Signature:

Print Name:

Date: