



Application Pack:

Programme Officer



**PETER JONES
FOUNDATION**



WELCOME FROM OUR FOUNDER

Dear Applicant,

This role will be enormously rewarding and a great opportunity to make a real impact within the Peter Jones Foundation (PJF). The successful candidate will play a key role in delivering our programmes and in particular our national Tycoon Enterprise Competition.

PJF exists to improve the socio-economic outcomes for young people and disadvantaged groups by equipping them with enterprise skills that will improve their life chances, whatever path they choose. We continue to enjoy great progress year on year. We are committed to supporting 50,000 young people to set up and run a business whilst in education by 2023, to growing a network of 100 providers delivering enterprise and entrepreneurship qualifications and to supporting all of our graduates into higher education, employment or founding their own business.

This is an exciting opportunity for a passionate, inspiring and results-focused individual to make a meaningful contribution to the organisation's future direction. If this sounds exciting and you want to work with a dedicated team and committed Board of Trustees to inspire and support young people, then we want to hear from you.

Yours sincerely,

Peter Jones CBE

Founder and Chairman, Peter Jones Foundation





OUR ORGANISATION

The Peter Jones Foundation was founded in 2005 by successful entrepreneur and star of Dragons' Den, Peter Jones CBE. We believe that with the right mix of support and opportunity, every young person has the potential to achieve great things and the right to a brighter future. We run a range of successful programmes that support young people from primary through to further education here in the UK and increasingly around the world.

To achieve our aims, we support some of the most disadvantaged young people to improve their lives through our programmes including our national enterprise competition, Tycoon and our flagship, Peter Jones Enterprise Academy provision.

Graduates from our courses have access to our Enterprise Alumni programme, that links students to a broader network and exclusive suite of resources. Through this scheme, we are working to offer all our graduates support into work, to start a business or an offer of a place at university. Ultimately, the Foundation encourages, educates and empowers the entrepreneurs and business leaders of tomorrow.





OUR VALUES

Value		What this means for PJF		
		Ourselves	Our Beneficiaries	Our Partners
Collaborative	<i>Two heads are better than one</i>	Championing the benefits of teamwork and collaboration. Sharing knowledge and best practice. Seeking out, listening to and acting on feedback.	Seeking out, listening to and acting on feedback	Nurturing meaningful and collaborative partnerships
Enterprising	<i>There's no such thing as no chance</i>	Having an enterprising mindset. Constantly think about how to do things better. Focusing on the sustainability of our organisation.	Believing and demonstrating that an enterprising mindset will help you to help yourself. Showing thought-leadership and innovation in our field.	Anticipating change and being proactive
Accountable	<i>We don't hire smart people to tell them what to do</i>	Being results-orientated. Being autonomous.	Being impact-orientated	Finding where our mission and our partners' needs meet
Empowering	<i>We try to be the change we want to see in the world</i>	Supporting one another and celebrating achievement. Championing professional development.	Being leaders at positively impacting young people's lives	Driving ambassadorship for enterprise
Inclusive	<i>A lot of different flowers make a bouquet</i>	Being respectful and considerate in all we do	Supporting those at disadvantage and championing diversity	Being open-minded to working with anyone who shares our mission and values



THE ROLE

Title
Programme Officer
Purpose of the Role
<p>The Programme Officer will work across all aspects of PJF's education programmes but with a particular focus on supporting the delivery of the Tycoon Enterprise Competition. The role will play an important part in ensuring the high-quality delivery of this programme as well as a real and demonstrable impact. Reporting into the Senior Programme Manager, the role will also work with the marketing and communications function to increase participation in Tycoon. In addition, the Programme Manager will work to ensure opportunities for corporate partners and the charity's network of business founders are fully realised (e.g. through mentoring) and support the Senior Programme Manager with managing our network of schools and colleges delivering qualifications in business, enterprise and entrepreneurship.</p>
Key Responsibilities
<ul style="list-style-type: none">• Organise, coordinate and manage key aspects of the annual Tycoon Enterprise Competition.• Support the delivery of Tycoon through Tycoon.com, including updating and enhancing content and resources to improve the Tycoon experience, with the support of PJF's Admin and Events Officer.• Deal with programme related enquiries.• Work closely with Senior Programme Manger to ensure Tycoon is embedded into the Peter Jones Enterprise Academy programme.• Work with Senior marketing and communications manager to increase reach, uptake and awareness of Tycoon.• Work closely with the partnerships function to ensure partners and charity ambassadors are made aware of opportunities to support e.g. through digital mentoring and resource content creation.• Support with content creation.• Oversee the operational processes of the Tycoon programme, including signing off pupils' business plans, agreeing T&Cs with schools.• Work with finance team to ensure funds are administered and Tycoon loans returned.• Work with Senior Programme Manager to monitor impact of programmes, tracking progress against an outcomes framework and compiling reports to share with key stakeholders• Act as spokesperson for PJF programmes and where appropriate PJF, attending educational events and helping to build a strong network of influencers and advocates across the education landscape.• Provide support to Senior Programme Manager with managing PJF's network of schools and colleges. This may include support for school visits (some national travel necessary) as well as onboarding of new providers.• Co-ordinate Tycoon Final event• Provide support at key PJF events including fundraisers.
Experience and Skills
Required <ul style="list-style-type: none">• Managing relationships with individuals• Ability to communicate effectively at different levels, including young people, school leaders and senior business leaders• Proactive and highly organised, with strong time management and planning skills, meticulous attention to detail and a proven ability to multi-task and work autonomously• Proven ability to meet tight deadlines and remain calm under pressure



- Admin and General IT skills

Desirable

- Qualified teacher and/or experience of working with schools and/or youth groups.
- Experience of designing, delivering, managing and reviewing education programmes in schools and/or colleges
- Passion and enthusiasm for enterprise and entrepreneurialism and its potential to bring positive economic and social benefits to the UK
- Impact measurement and reporting
- Experience of teaching business studies and/or running work-related learning and enterprise programmes at different levels
- Curriculum design and delivering training
- Experience of stakeholder management e.g. dealing with sponsors, partners
- Experience of managing and building networks – alumni or otherwise
- Experience of working with high profile individuals e.g. celebrities, business leaders, politicians
- Running quality assurance of programmes
- Knowledge and understanding of enterprise education in the UK

Key Behaviours

- Excellent communication skills
- Bright, self-motivated and driven
- Able to work autonomously
- Highly creative and full of ideas
- Passionate about supporting young people and the importance of enterprise education
- High sense of personal responsibility
- Analytical and inquisitive, with excellent attention to detail
- Articulate, with good presentation skills
- Reliable, flexible and cooperative
- Professional
- Able and willing to work outside normal office hours when necessary
- Personable and approachable, with an enthusiastic and motivational nature

Reporting to

Senior Programme Manager

Location/Hours

Full time. Normal working hours are 9-5.30 with option to start/end 2 hours earlier/later and flexibility to work from home on agreed days (up to 2 days a week). Occasional national travel and option to work from Marlow office on occasion.

Pay

£30,000

RECRUITMENT PROCESS

To apply in confidence to become a Programme Officer at the Peter Jones Foundation please forward your CV, with a supporting cover letter that ensures your application fully addresses the requirements for the role, in no more than two pages.

You should give the names, positions, organisations and telephone contact numbers of two referees, relevant to this role.

References will only be taken once your express permission has been granted. We would also be grateful if you could let us know if you will require any special provision as a result of a disability should you be called for interview.

Finally, please ensure that you have included relevant telephone numbers for us to contact you on, as well as any dates when you will not be available for an interview.

Applications should be submitted via email to the below address no later than midnight on Friday 12th November 2021. Applications will be reviewed as they come in and we may conduct interviews before the end of the recruitment period. However, we expect to follow the timetable outlined below:

12 th November 2021	Closing date for applications
By end of November	Interviews
Early December	Appointment

Please submit your application to: careers@pjfoundation.org with the subject title '[Your Name], Programme Officer Application'.

Information on other job opportunities at the Foundation can be found at: www.peterjonesfoundation.org/about-us/careers.

