



**PETER JONES
FOUNDATION**



Application Pack:

Programme Officer

The Peter Jones Foundation

Spaces, 17 City North Place, London, N4 3FU

Registered charity no. 1110288, Company Ltd by guarantee 05321690



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 hugely important role in our education team taking the lead on one of the Foundation's flagship programmes, Tycoon, with responsibility for resource development, quality assurance and impact measurement.

PJF exists to improve the socio-economic outcomes for young people 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 the enterprise and entrepreneurship education of 10,000 young people a year, with 60% coming from underserved and under-represented communities. The Tycoon Enterprise Competition will be key to achieving this goal.

This is an exciting opportunity for a passionate, creative and inspiring individual to make a significant and 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 as well as our Youth Panel, 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 VALUES

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



THE ROLE

Title

Programme Officer

Purpose of the Role

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 Head of Programmes, the role will also work with the marketing and communications function to increase participation in Tycoon. In addition, the Programme Officer 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 Head of Programmes with managing our network of schools and colleges delivering qualifications in business, enterprise and entrepreneurship. This will involve some travel into schools and colleges across the UK and some delivery to learners.

Key Responsibilities

- Organise, coordinate and manage key aspects of the annual Tycoon Enterprise Competition.
- Support the delivery of Tycoon through Tycoon.com, including managing the backend of the Tycoon.com platform, updating and enhancing content and resources to improve the Tycoon experience.
- Deal with programme related enquiries.
- Work closely with the Head of Programmes to ensure Tycoon is embedded into the Peter Jones Enterprise Academy programme.
- Work with the marketing and communications function 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 Head of Programmes 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 the Head of Programmes 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.
- Support with the coordination of the Tycoon Final event.
- Provide support at key PJF events including fundraisers.

Experience and Skills

Essential

- 3-4 years' experience of working with schools and/or youth groups.
- Experience of designing, delivering, managing and/or reviewing education programmes in schools and/or colleges.



- People person with strong communication skills, 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.
- Managing relationships with individuals.
- Admin and general IT skills including competency and confidence using digital platforms.

Desirable

- Qualified teacher, ideally in business or vocational qualifications.
- Experience of teaching business studies and/or running work-related learning and enterprise programmes at different levels.
- Curriculum design and delivering training.
- Running quality assurance of programmes.
- Knowledge and understanding of enterprise education in the UK.
- 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 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.

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.
- Professional with a high sense of personal responsibility.
- Analytical and inquisitive, with excellent attention to detail.
- Articulate, with good presentation skills and able to adapt presentation style to suit the audience.
- Reliable, flexible and cooperative.
- Able and willing to work outside normal office hours when necessary.
- Personable and approachable, with an enthusiastic and motivational nature.

Reporting to

Head of Programmes

Location/Hours

Full time. Normal working hours are 9am -5.30pm 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 Wednesday 1st March. 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:

1 st March 2023	Closing date for applications
27 th & 28 th March 2023	Interviews at our offices in Spaces, 17 City North Place, London, N4 3FU

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.

