



VACANCY: Programmes Officer

Overview of the Position

Job Title	Programmes Officer
Job Location	Commonwealth House, 55-58 Pall Mall, London, SW1Y 5JH
Hours	35 hours a week (flexible, but to include the core hours 10am—4pm)
Salary	Commensurate with experience (£22,000 - £25,000)
Line Manager	Chief Operating Officer
Reports	Volunteer interns
Duration	Permanent (six month probation)

Please be aware that applications can only be considered from individuals with the right to work in the United Kingdom.

About the Royal Commonwealth Society

The Royal Commonwealth Society is the oldest and largest civil society organisation devoted to the Commonwealth. Founded by Royal Charter in 1868, the Royal Commonwealth Society is a network of individuals and organisations committed to improving the lives and prospects of Commonwealth citizens across the world. It promotes international understanding through its advocacy, youth, education and events programmes. The RCS delivers a wide range of campaigns, research, youth leadership and education programmes, including the world's oldest schools writing competition.

About this Position

The Royal Commonwealth Society (RCS) is recruiting for a Programmes Officer to support the delivery of its Youth Networks programmes, which consists of the Associate Fellows Network and the Commonwealth Youth Gender and Equality Network. The objective of the programmes is to open up the opportunities for Commonwealth citizens to be engaged with the RCS in promoting the value of the Commonwealth and the values that underpin it. The programme aims to offer a unique platform for the RCS and its youth networks to communicate with each other on a wide range of matters which are important to them and to their local communities.

Key Responsibilities

The Programmes Officer will co-ordinate the RCS' youth networks, structures and programmes; the role is expected to include:

- developing opportunities for youth leadership development
- administering and developing the RCS' youth networks across the Commonwealth
- maintaining the online platforms, including the Facebook group and forum

- encouraging discussion between the Associate Fellows and identifying and collating their priorities for the Commonwealth
- running webinars with policy experts
- administering the applications and appointments process
- maintaining and growing the database of Associate Fellows
- managing programmes and supporting projects, such as Model Commonwealth Summits
- communicating with stakeholders
- assisting in communications through newsletters and social media
- assist in organising events for Associate Fellows
- liaising with RCS branches, Regional Youth Coordinators and other networks in the introduction of Associate Fellows and CYGEN members
- drafting progress reports and contributing to meetings
- supervise volunteer interns (as appropriate)

Please note that it will be necessary, on occasion, for the Programmes Officer to travel or to attend events outside normal working hours.

Person Specification

The Programmes Officer should have the following characteristics:

Essential

- experience of working in youth participation and development
- a track record in managing programmes
- highly proficient and confident with IT
- experience of CRM systems, ideally Salesforce
- strong administrative skills
- experience of building and maintaining relationships
- strong organisational skills
- experience of using social media platforms (e.g. Facebook, Twitter) as tools to market, engage and influence
- ability to prioritise a varied workload
- ability to work in a team and independently

Desirable

- a graduate or post-graduate degree, ideally in a related field
- knowledge of the Commonwealth and its systems and procedures
- experience of using website CMS
- experience of Adobe Creative Suite, especially Photoshop and Dreamweaver

To Apply

Applicants should send a CV (no more than 2 pages) and covering letter (no more than 1 page) with details of how they meet the person specification to emma.fowler@thercs.org with "Programmes Officer [your last name] application" in the subject line by 23.59 on 25th March 2018. Applications are reviewed on a rolling basis, with a view to making an appointment as soon as possible.

