

<b>Job Title:</b>	<b>Just Finance Foundation Programme Support Officer</b>
<b>Accountable to:</b>	<b>Just Finance Foundation Programme Director</b>
<b>Conditions:</b>	
<b>Hours of work:</b>	28-35 hours per week
<b>Base:</b>	Westminster, London
<b>Salary:</b>	£22,000 FTE
<b>Contract:</b>	Fixed term contract until end of Dec 2019
<b>Annual Leave:</b>	22 days pa pro rata

<b>The Charity:</b>	<p>The Just Finance Foundation seeks to create a fair financial system that serves the whole community, where everyone has access to responsible credit and savings, and other essential financial services. JFF works with schools, communities, the banking sector, policy makers and regulators, to promote good money management and increase access.</p> <p>JFF is an independent charity and subsidiary company of CUF, the Church Urban Fund.</p>
<b>The Role:</b>	<p>We now have a vacancy for a Programme Support Officer to provide much needed assistance with admin, events and logistics, desk research, fundraising support and communications, mainly for our Lifesavers programme which delivers financial education in primary schools.</p> <p>We are looking for a key member of the team who combines focus and attention to detail, with speed and proactivity and an ability to learn quickly in a fast-moving environment.</p>

**Principal responsibilities include:**

**1. Administration and logistics**

- Book planned and ad hoc meetings, conference calls, room hire, catering and travel for a range of meetings and events. Prepare agendas and papers. Prepare refreshments. Submit receipts and simple financial records.
- Take and distribute accurate minutes or record of meetings, including meetings of the JF Communities Steering Group and the LifeSavers Advisory Group.
- Maintain, on a weekly basis, JFF's contacts and CRM systems, adding new contacts accurately and coding them in line with our policy.
- Provide further administrative or practical assistance to the JFF team and, from time to time, it's partners as required.
- Deal with enquiries by phone and email, resolve where possible or refer to colleagues as appropriate

**2. Fundraising support**

- With clear guidance, support the team in preparing new funding proposals eg by researching good practice, developing or reviewing processes and policies, producing charts, diagrams and infographics and presenting information attractively, consulting beneficiaries, customers, partners or funders. Complete standard information in funding bids, liaise with colleagues in central services, collate and post final submissions within deadlines.

- Maintain a schedule of funder reporting, advising JFF and central staff of requirements well in advance, collating and posting submissions with key input to time.

### 3. Impact and Evaluation

- Maintain a schedule of funder reporting, advising JFF and central staff of requirements well in advance, collating and posting submissions with key input.
- Collecting and collating impact data from programmes to feed into reports and funding applications; overseeing design of evaluation reports and summaries.

### 4. Communications

- Liaise closely with colleagues and ensure information is shared promptly and appropriately to support the smooth running of the organisation. Convene team meetings.
- Post updates to the JFF, LifeSavers and other websites and outlets as directed, including CUF's Together Network.
- Take the lead on initiating Twitter and Facebook posts to raise awareness of our work and connect it to key influencers and debates, liaising with key staff on content.

## Person Specification – Programme Support Officer

<b>Qualifications:</b>	A good standard of general education
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**The person appointed would be expected to demonstrate the following essential skills and characteristics and some of the desirable qualities:**

#### Essential Skills, Experience and Characteristics

- A keen commitment to addressing poverty and inequality
- A minimum 1 yrs' experience in administration and co-ordination
- Strong planning, time management and organisational skills
- Excellent interpersonal and communication skills, both written and oral, able to relate effectively to a wide range of people
- Experience of working with a number of different partners or stakeholders
- Computer literate - proficient in Microsoft Office, Power Point, the use of databases, simple Excel sheets, updating websites, and use of social media
- Self-motivated with a demonstrable ability to learn and adapt
- High level of accuracy and attention to detail

#### Desirable Skills, Experience and Characteristics

- A knowledge of issues associated with poverty and inequality particularly in relation to debt and financial distress
- Experience in the charity or education sector
- Experience of organising events/workshops

**To apply, please send/email an up to date CV and no more than 2 page covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to: Esther Brown, Church Urban Fund, Great Smith Street, London, SW1P 3AZ. Email: [esther.brown@cuf.org.uk](mailto:esther.brown@cuf.org.uk) Closing date: 5pm Tuesday 3<sup>rd</sup> September**

**Just Finance Foundation and its parent company, CUF, are equal opportunity employers and value diversity.**