

Part Time Programme Officer

Salary: £26'000 pro rata

Between 2.5 days – 3.5 days per week, depending on candidate preference

Application deadline: 9 September

Application: with cover letter and CV sent to office@leadersplus.org.uk, outlining how you fulfil the selection criteria.

Open to flexible working: this means for example that the role could be home based or spread over five days. Presence in London will be required for at least 2-3 days each month for meetings and events.

We are looking for a diverse pool of candidates. The position is open to all interested candidates regardless of gender, race, sexual orientation, disability or family circumstances etc. It goes without saying that men and women are welcome and you don't have to have children to apply.

Context

Leaders Plus is an award winning social enterprise enabling talented women and men with young children to continue to develop their leadership careers. Too often, parents feel they have to choose between being a good parent and a fulfilling leadership career, we exist to change this.

We are a Social Enterprise registered as Community Interest Company. Leaders Plus was founded by Verena Hefti in 2017. We are part of Cambridge University Social Ventures and have won the 50 New Radicals Award for our work with the Fellowship Programme and the Founder has won the Prime Minister's Points of Lights Award as well as the WeAreTheCity Award for her work setting up Leaders Plus and supporting parents to continue to accelerate their careers after having had children.

Leaders Plus is at a crucial stage of growth and you will be the first employee in addition to Verena and the small team of day rate facilitators we use.

About the Leaders Plus Fellowship Programme

The Leaders Plus Fellowship is an award-winning, evidence-based programme designed to support talented individuals to stay on the leadership pipeline and continue to develop their careers while enjoying their young families.

The aim of the Fellowship are to:

- A) support parents with young children to develop and progress their careers and
- B) to support them to become part of a positive movement for change so all parents can progress to leadership roles.

The Fellowship combines inspirational events with a senior leader mentor, career acceleration support and maternity/paternity support interventions such as a session with a sleep consultant. Fellows can bring along their babies to all sessions. The programme is open to all genders. So far there have been 50 Fellows take part in this in innovative programme.

The programme has had an excellent external impact evaluation and 18 month after the first programme started, 27% of Fellows have been promoted already.

The Fellowship is funded by employers. 50% of applicants hear about it via word of mouth or social media, the other 50% come from employers who put their parents forward.

Fellows come from a range of sectors including organisations such as HSBC, the NHS, the BBC, London councils as well as charities such as the Salvation Army. Our patron is Tulip Siddiq MP.

Find out more about Leaders Plus and the Fellowship online: www.leadersplus.org.uk

Job purpose

After an excellent external impact evaluation, we want to now scale the programme, and your role will be critical in achieving these key business goals.

You will support the organisational growth of the Leaders Plus Fellowship Programme so that we can support more leaders with young children to progress their careers and drive positive change for others. You will do this by:

- A) leading growth through effective communication and stakeholder engagement e.g. social media and developing communication materials;
- B) supporting the CEO with sales and business development and
- C) coordinating the current Fellowship Programme including event management.

You will be playing a key role in growing the size and impact of Leaders Plus and as such the ideal candidate is a can-do individual who is flexible and will take on a wide range of tasks that emerge in a start-up social enterprise. This role will be the first permanent employee to join the Founder and so there is scope for this role to grow with the organisation.

Responsibilities will include, but are not limited to:

- **Attracting potential new Fellows:**

You will be responsible for attracting a target number of potential Leaders Plus Fellows. You will achieve this by:

- Executing a communications plan to engage potential Fellows
- Increasing website views and writing copy for the website
- Writing and posting content for social media accounts, specifically twitter
- Finding PR opportunities that the CEO can support you with, both on blogs and publications aimed at parents and publications aimed at HR Directors
- Entering data for the new cohort and managing the data

- **Supporting business development with HR Directors and Exec level leaders**

You will be responsible for supporting the Founder to generate leads with HR Directors and Exec level leaders. You will do this by:

- Identifying PR opportunities
- Finding speaking opportunities for the CEO
- Supporting the CEO with reaching out to employers
- Supporting the data entry and management system that sits underneath employer engagement
- Liaising with senior leaders when organising events
- Supporting the CEO & Founder in senior leader engagement where required

- **Programme Coordination - ensuring our Fellows have an excellent experience on the programme by:**

- Booking and liaising with venues
- Supporting the selection process of new Fellows through effective administration
- Sending emails to Fellows containing important logistical information
- Entering data from evaluation surveys
- Event management including liaising with attendees, speakers and being a welcoming presence on the day

- **General administration, for example**

- Checking the office@leadersplus.org.uk inbox
- Manage evaluation surveys
- Issuing invoices
- Data entry into CRM system
- Arranging interviews with Fellows

Selection criteria

A belief in the vision of Leaders Plus and a passion for working with the CEO & Founder to take the Social Enterprise to the next level of impact and scale.

Core competencies:

- Courage
- Integrity
- Results orientation
- Inclusion
- Striving for excellence
- Activating leadership in others
- Resourcefulness
- Continuous learning
- Resilience
- Planning and organising
- Problem Solving
- Alignment with the [Leaders Plus principles](#).

Essential skills

- Excellent written and verbal communication skills
- Commercial astuteness
- Results orientation
- Detail orientation
- Ability to perform under pressure

Desirable

- Being able to sell in a conversation
- Managing event logistics

Systems

Being fluent in any of the following systems and social media is helpful, but not essential:

Google Drive, Gmail, Wordpress, Survey Monkey, Twitter, LinkedIn, Xero, Canva, Microsoft Office.

Closing date: 9 September

Ideal start: as soon as possible, but we are willing to wait for the right candidate.

Questions to: office@leadersplus.org.uk.

Interviews likely to take place on 17 September