

Job description

Assistant Programme Developer

As Assistant Programme Developer, you will be an integral member of the Programmes team, delivering impactful initiatives that get children and families reading. Children who enjoy reading and who are read with when they are young have better life chances – they are more confident, empathetic, resilient and more school-ready.

We are looking for someone who is **curious** about how we can develop initiatives that will achieve real behaviour change in families across the country. You will have a track record of using consumer or beneficiary insight or co-creation to really understand their lives and how we can make a difference. You will need to be **creative** and **courageous** in developing and testing out new innovative ideas and making them into a reality. You should be able to demonstrate that you are **collaborative**, working closely not only with the rest of the team, but also across the organisation, local authority partners and the families themselves and will thrive in a fast-moving, multi-disciplinary context.

Key Responsibilities

Assist with BookTrust programme design, innovation and development

- Support all stages of design and development, including supporting review, scoping and implementing new offerings and interventions to support BookTrust's strategy
- Conduct relevant programme evaluation activities in partnership with Research & Impact to identify key insights to guide new development.
- Work with Programme Developer / Senior Programme Developer to support discovery investigations into current offerings, the broader landscape and future innovation opportunities.
- Collate, select and present information about programmes, their benefits in clear, simple formats and ensure work stays on track by holding self and others accountable for results.
- Draft, write and review programme copy and content that is engaging and inspiring for beneficiaries
- Plans, tracks and communicates progress against programme plans and schedules in a timely manner
- Deliver activities to engage stakeholders and programme users in line with programme aims, Programmes function plan and BookTrust's strategy

Sector knowledge

- Develop and maintain current knowledge and understanding of programmes in their wider context
- Develop and maintain positive relationships with stakeholders within the relevant programme area and in line with BookTrust's strategy
- Build a deep understanding of the needs of our beneficiaries by learning in context and use this to guide programme development.

General duties

- Take responsibility to develop and drive programme action plans
- Plan, manage and execute co-creation and beneficiary-led design activities
- Manage creation & testing of prototypes
- Coordinate meetings, including inviting members, taking and circulating minutes
- Engage & collaborate across the broader organization and with relevant resources identified to them as needed to do their work.
- Be an active team member, participating in meetings and supporting colleagues
- Be proactive and committed to personal development and developing knowledge within the programme design and development area

Person specification		
Programme Coordinator		
Criteria	Essential or desirable (E or D)	Shortlist or interview (S or I)
Experience		
Experience of working in new product, programme, service design and development or with educational background / experience in this field. This may be through education training.	E	S, I
Experience of conducting research and co-creation with consumers / beneficiaries (including with children and families in formal or informal settings would be desirable). May be through educational training.	E	S, I
Experience of coordinating, implementing and supporting activities ideate, test, monitor and evaluate the impact of programmes, projects or activities	E	S, I
Experience of presenting information to a key stakeholders in a range of verbal, visual and written formats	E	S, I
Knowledge		
Knowledge of one or more of the following sectors: health, libraries, education, local government, central government, early education and childcare, social care, and arts and culture	D	S, I
Familiarity with government policy and initiatives relating to children and families	D	S, I
Skills		
Gathering information and knowledge	E	S, I
Summarising information	E	S, I
Applying knowledge	E	S, I
Strong planning and organizational skills	E	S, I
Strong skills of working collaboratively in teams	E	S, I
Strong analytical skills	E	S, I
Written and verbal communication skills	E	S, I
IT skills: Microsoft Word, Excel, Powerpoint	E	S, I
Attributes		
Proactive and independent	E	S, I
Collaborative working style	E	S, I
Creative at identifying options and potential solutions	E	S, I
Courageous	E	S, I
Curious	E	S, I
Highly motivated	E	S, I
Resilient	E	S, I
Positive	E	S, I
Attentive to detail	E	S, I
Qualifications		
Good general education to A level or equivalent	E	S
Degree level or equivalent professional qualification	D	S, I

Terms and Conditions

Salary: £28,000

Holidays: 28 days, plus public holidays

Pension scheme – 7% employer contribution

3 x salary life assurance

Employee Assistance Programme

Flexible working Arrangements