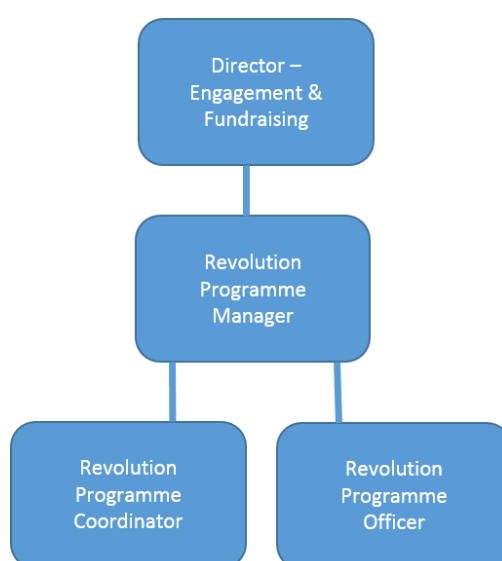


PROGRAMME OFFICER

DIRECTORATE:	Engagement and Fundraising
SECTION:	Revolution in Understanding and Support Programme
REPORTING TO:	Revolution Programme Manager
CONTRACT:	Fixed Term 40%
JOB BAND:	7



WORKING RELATIONSHIPS:

Inside Diabetes UK

Revolution Programme Manager, Revolution Programme Coordinator, Revolution Programme Sponsor, Revolution Programme Board; Revolution Workstream and Project Leads; Planning and Projects Officer; Engagement and Fundraising Senior Leadership Team; Engagement and Fundraising Heads of Teams; other Programme Managers and Leads across Diabetes UK.

Outside Diabetes UK

None

OVERALL PURPOSE OF THE JOB:

Working closely with the Programme Manager and Programme Coordinator, the Programme Officer will have two main areas of work:

- Supporting delivery of Diabetes UK's Revolution in Understanding and Support Programme. The three year programme, currently in its final year, was established to drive an increase in public understanding of the seriousness of diabetes, while establishing Diabetes UK as the trusted source of diabetes information and support, and growing the charity's income. S/he will provide the vital administrative support required to ensure that the projects which sit in the Revolution Programme are delivered successfully and achieve the Programme's goals.
- Helping us monitor the performance and impact of key engagement and fundraising activities. S/he will collect data on key performance indicators from teams in the engagement and fundraising directorate.

MAIN DUTIES AND RESPONSIBILITIES:

1. Support effective delivery of the Revolution In Understanding and Support Programme 2016-2019

- Workstream meetings: Schedule monthly and quarterly meetings. Ensure workstream dashboards updated before monthly meetings. Take comprehensive notes at meetings.
- Internal engagement: Update iKnow Revolution Programme pages on quarterly basis. Request internal engagement articles/updates from workstream lead. Ensure updates/articles are provided in a timely manner.
- Budget: Produce a summary table of monthly management accounts.
- Programme Documentation: Ensure programme information is saved and documented well.
- Ad hoc administrative tasks: Fulfill ad hoc administrative tasks related to programme e.g. liaising with Director's Office to schedule key meeting and respond to requests for information from colleagues.

2. Coordinate planning and performance within the Engagement and Fundraising Directorate

- KPIs: Request, collect and collate KPI data from across the directorate in a timely manner. Flag any data that does not meet targets.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Hit the ground running – quickly getting a sense of how things work and what they need to do.
- Demonstrate excellent organisational, prioritisation, communication and interpersonal skills
- Collect accurate data and present it in a clear and accessible way.
- Comfortably manage multiple deadlines and activities.
- Demonstrate strong IT skills, with the ability to use Microsoft office packages, e.g. Word, Outlook, Excel.

The best person for this job will have experience in:

- Supporting complex projects or programmes.
- Organising, planning, scheduling meetings and keeping an eye on deadlines.
- Keeping files and documentation up to date.
- Collecting qualitative and quantitative information and producing short reports.
- Working on own initiative, with regular reporting.

The best person for this job will be:

- Collaborative - happy to work very closely with the Programme Manager and Programme Coordinator.
- Flexible - able to slot right into an existing role and established ways of working.
- Enthusiastic, positive and driven, with a can-do attitude.
- Process minded – with a desire to maintain the programme’s structures and regular processes.
- Tenacious - ensuring actions are followed through.
- A problem solver – offering creative solutions when required.