



# PUBLIC PRACTICE

PROGRAMME  
OFFICER

SALARY	£25,000 - £35,000 pro rata (based on experience)
TERM	3 month fixed term (with possibility of extension)
HOURS	Part-time or full-time (0.4 to 1.0 FTE)
LEAVE	30 days annual leave plus bank holidays
START	As soon as possible
LOCATION	Urban Innovation Centre, 1 Sekforde St, EC1R 0BE

## WHY WE ARE HIRING

Public Practice is building a new movement to rediscover the potential of public planning and rethink the role of local government. In just over a year we have supported public authorities across London and the wider South East to plan more proactively and improve the way they work with, and for, communities.

The momentum we have generated means we are now doubling the size of our programme and exploring promising opportunities to expand into other areas. At this exciting time for the organisation We are looking to appoint a Programme Officer to join our core team and help us grow our impact. The role is initially offered as a three-month contract, with opportunities to join in a permanent position as we scale up in the near future.

## THE ROLE

You will be focused on helping deliver our placement programme from our London headquarters. Your role will be key to ensuring that Public Practice runs as efficiently as possible and you will be placed at the heart of the action - working directly with the Director of Operations and CEO.

This is an excellent opportunity to join the team as our programme expands, and be part of an ambitious and growing social enterprise. Your key responsibilities will be to:

#### **LEAD OUR NEW RECRUITMENT CAMPAIGN**

You'll make sure that we're set up for our upcoming recruitment campaign - managing our marketing materials, systems for receiving applications, ensuring great communication with prospective candidates and organising our Open Evenings.

#### **DEVELOP OUR USER EXPERIENCE**

You'll continue to improve and develop the experience of our candidates, Associates and Authorities as we grow, producing internal communication materials and ensuring high satisfaction levels throughout our application process and placement programme.

#### **HELP PRODUCE OUR PROGRAMME OF EVENTS**

You'll work with our Communication Manager to help curate, produce and run our series of programme-related events.

#### **ENSURE OUR OPERATING SYSTEMS RUN SMOOTHLY**

You'll help develop and run our central systems to ensure the placement programme is seamlessly coordinated across the new cohorts and alumni.

#### **HELP SHAPE OUR GROWTH**

You'll work collaboratively with the team to come up with ideas for how we grow, test new processes, and suggest improvements to the way we work.

## ABOUT YOU

We are looking for a bright, enthusiastic, highly organised all-rounder who will be an integral part of our growth and success over the coming months. This is a great opportunity for someone who wants to get involved in a fast-moving young organisation, and help set-up systems rather than join a more established environment.

The position would suit someone who has experience or interest in social enterprise, user experience, events management, operations, sociology, psychology, strategic design, architecture, urbanism or other similar disciplines. You might be completing a course, training programme or research project and looking for a complementary job, or perhaps considering moving sectors or returning to work on a flexible basis.

### Key skills and attributes:

- Committed to working for the public good
- Highly organised with strong analytical skills and ability to prioritise
- Self-starter, resourceful and shows good initiative
- Enthusiasm for people, systems and data
- Good written and verbal communication skills
- Confident user of online databases and the odd spreadsheet

Only applicants who have the right to work in the UK or have a valid visa or work permit at the time of application will be considered for this role.

## WORKING AT PUBLIC PRACTICE

Public Practice is a young not-for-profit social enterprise with strong leadership and governance. You will be working with a high profile Board chaired by Jules Pipe, Deputy Mayor of London. We are based in a great office in the Urban Innovation Centre in Clerkenwell, in the heart of London. We provide 30 days holiday per annum (FTE) exclusive of bank holidays. Public Practice aims to be an inclusive employer and are happy to consider flexible working arrangements. We provide a 4% employer's pension contribution, a healthy staff training budget and a supportive team environment with regular social team gatherings and events.

## HOW TO APPLY

To apply please send your CV and insert a covering letter of no more than 500 words setting out who you are, why you want this job, what you can bring to Public Practice via [practice-public.workable.com](https://practice-public.workable.com). Please note we do not accept applications outside of this system.

The deadline for applications will close as soon as the post has been filled, with interviews being scheduled as and when eligible candidates apply.

Public Practice is committed to being an equal opportunities employer, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

## FURTHER DETAILS

Visit our website for more details about who we are and what we do: [www.publicpractice.org.uk](http://www.publicpractice.org.uk). For any queries about working for Public Practice please contact [work@publicpractice.org.uk](mailto:work@publicpractice.org.uk).