

PROGRAMME COORDINATOR

This role will work at the heart of NEF's major programmes, supporting the team to turn bold ideas, robust research and community power into real-world change to build a new economy that works for people and planet.

The role will primarily support the delivery of NEF's major programmes including Homes for Us and Reclaiming our Regional Economies (RORE). Homes for Us is an alliance made up of grassroots groups, tenants unions and charities. It enables different parts of the housing movement to campaign and work together. Similarly RORE works with leading new economy organisations, local communities and regional and local authorities to transform regional economies.

In supporting these programmes you would be helping communities and social movements to win lasting and systemic change.

You will work closely with programme managers, organisers, grassroots movements, external partners and stakeholders to help ensure programmes deliver to time, task and budget. It is a varied role where you'll switch between a wide range of context and tasks, working closely with and reporting to the Head of Impact and Performance.

JOB DESCRIPTION

- **Programme support and operations**
 - tracking project plans across programmes, ensuring all tasks are updated on Monday.com, liaising with the team as needed
 - Diary management: schedule events and meetings, ensuring seamless coordination, liaising with programme directors and heads to make sure planning takes place in a timely manner
 - Prepare and circulate meeting agendas and papers, minuting meetings, follow up emails with actions, chasing if needed
 - Provide financial administrative support for programmes including liaising with the finance team, processing invoices and community partner expenses
- **Events support** on a wide range of events including away days, summits, public events, campaign actions. Includes logistics, liaising with venues, travel bookings, accessibility arrangements etc
- **Regranting**- supporting on participatory grantmaking processes including grant management, supporting panel and grantees, tracking contracts and payments, plus follow up on impact and evaluation
- **Partner support** supporting programme partners with a variety of enquiries, maintaining excellent relationships with a variety of stakeholders
- **Monday.com** tracking across programmes, ensuring all tasks are up to date, chasing updates as needed and reporting to programme directors and Head of Impact & Performance
- **Documentation** of programmes, ensuring files, contacts, CRM, shared folders and documents are maintained and organised
- **Learning and Impact** support on impact reporting and project cycle sessions
- Diary management for wider team including scheduling meetings

PERSON SPECIFICATION

Essential aspects are shown in bold. Aspects not in bold are desirable but not essential.

KNOWLEDGE & EXPERIENCE

- **Experience in events production – any sector**
- **Good written and verbal communications skills with the ability to draft persuasive copy and accurate, clear and concise correspondence.**
- **Project management skills and good IT skills, including in Word, Excel, Outlook and experience of working with Eventbrite, Mailchimp, or databases.**
- **Excellent interpersonal skills and able to work with people from a range of backgrounds and sectors**
- **Experience of using project management systems (ideally Monday.com or similar) and tools. Open to trying out new digital tools and exploring the possibilities of AI to reduce workloads and admin time**

SKILLS & ATTRIBUTES

- **Proactive and well organised, with the ability to meet tight deadlines and manage multiple priorities. Knowledge or willingness to learn about the political and economic landscape, grassroots movements and current affairs**
- **Flexible approach to changing circumstances – this role will entail working with people from a wide variety of organisations and communities, including volunteers and member led organisations. It's essential that you are flexible and compassionate in your approach, are understanding of people's circumstances and are able to reflect on the need to balance hitting deadlines with the need to work in a kind and caring way**
- **Ability to think independently and act proactively**
- **Strong relationship-building and influencing skills. Able to work with and build good relationships with a range of people and in both formal and informal settings**
- **Fast learner, able to absorb and process information quickly and put forward pragmatic and workable proposals**
- **Organised and able to manage multiple work streams concurrently, solves problems**
- **Seeks opportunities to develop own skills and knowledge and is receptive to feedback and able to adapt accordingly**

MOTIVATION

- **Empathy with the aims and objectives of NEF and a commitment to equity, inclusion and diversity**
 - **Lived experience of any of the issues NEF works on**
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