

THE IARS INTERNATIONAL INSTITUTE

Job Description: Programme Development Officer

The context

The IARS [International Institute](#) has a charitable mission to give everyone a chance to forge a safer, fairer and more inclusive society. We work locally, nationally and internationally, and have established ourselves as a world-class leader in creating new knowledge around issues of social justice, equality and young people.

What we do

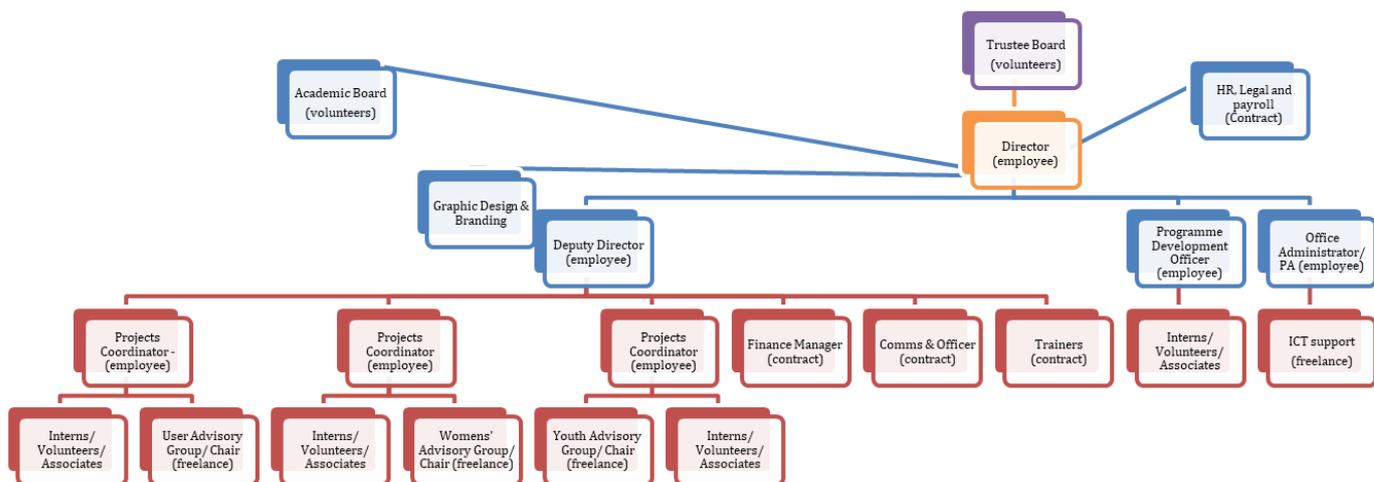
We deliver our charitable mission by:

- **empowering marginalised individuals** of our society (e.g. young people, abused women, refugees, asylum seeking women, victims, offenders, carers and minority groups) through accredited training, educational programmes, mentoring and one-to-one support;
- **acting as an international network of youth NGOs** bringing together people and ideas, communicates best practice and encourages debates on current social problems
- **carrying out action research and evaluation** that is independent, credible, peer-reviewed, user-led, focused and current
- **supporting individuals and grass roots organisations** to carry out their own initiatives to shape decision-making and society, and by helping them to maximise their social impact
- **being an authoritative, independent and evidence-based** voice on current social policy matters.

Led by its founder and Director, [Professor Theo Gavrielides](#) and staffed with a dedicated team of [experts](#), interns and volunteers, the IARS International Institute is known for its robust, independent, evidence-based approach to solving current social problems. We are acknowledged internationally for our expertise in justice, equality and youth, and have delivered [projects](#) in areas such as restorative justice, rehabilitation, human rights and inclusion, citizenship, public services and user-led research/ evaluation. IARS is guided by its three [founding values](#).

Organisational structure and Reporting Lines

The Institute is governed by a Board of non-executive Directors. Dr Gavrielides, the Director, line manages the Deputy Director, Programme Development Officer and his PA who is also the Office Administrator. He is also the lead on HR and the key point of contact for the HR associates. The Programme Development Officer line manages interns, volunteers and related associates. The Deputy Director line manages the Project Coordinators and the Finance Manager. The Project Coordinators line-manage the interns, associates and volunteers. Every month we have a minimum of five full time interns and 20 part-time volunteers. The Office Administrator manages the IT associates.



Role of the Programme Development Officer

This role is suitable for an ambitious and dynamic individual with a strong track record in income generation through grants, contracts and services and a commitment to partnership and relationship building. Implementing the Institute’s income generation strategy, the Programme Development Officer will work directly with the Director and the project team to develop and deliver high quality bids and proposals to a range of prospective clients including local, national, European and international funders including the corporate sector.

The ideal candidate will be an excellent communicator with passion for innovation and social change. We are looking for someone who can translate our strategic objectives and mission into high quality, innovative and impactful programme ideas and then communicate them to potential funders orally and in writing.

What makes the IARS team special is personal commitment, drive, flexibility and teamwork. We are looking for someone who can reflect those same qualities. We also want someone who is committed to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice. Please review [our three founding values](#) before applying. Fitting within our organisational culture will be a key factor of success.

Benefits and working hours

The post is office-based (London, UK) and is part-time (three days per week), offered on a two-year fixed term contract at **£25,951 - £30,153 (SO1-SO2/pro rata)**. The initial salary will depend on experience and there will be a six-month probationary period. The contract is renewable and extendable depending on funding. Other benefits include 24 days paid annual leave, plus bank holidays and 5.5% pension upon successful completion of the probationary period (pro-rated).

Key Tasks

1. Programme and business development

- 1.1. To develop new projects, ideas and services that are aligned with IARS's vision, mission and expertise, and pursue funding for them.
- 1.2 To design research and evaluation proposals across the breadth of the Institute's strategic priorities.
- 1.3 To proactively engage with the Deputy Director and his project team as well as IARS User Advisory Groups and users to ensure that new programmes are designed effect within IARS expertise and mandate.
- 1.4 To research, identify and develop partnerships and relationships with commercial partners ensuring the highest standard of support and development.
- 1.6 To find ways in which companies can provide 'added value' through gift in kind and volunteering as well as leveraging contacts, experience and using buying power.
- 1.7 To keep abreast of commercial and sector and best practice, bringing and sharing within the team.
- 1.8. To communicate new ideas, projects, programmes and services to funders and stakeholders, and be able to explain them to trustees, staff and volunteers.
- 1.9. To work with the Director and the Board to develop and update IARS' 3 Year Business Plan, and lead on monitoring the agreed Strategic Objectives of the Institute.

2. Income generation

- 2.1. To generate new income through grants, services, contracts, CSR activities, statutory bids and social enterprising activities.
- 2.2. To work alongside the Director to develop yearly fundraising strategies and lead on monitoring their delivery.
- 2.3. To research the current market locally, nationally and internationally, and be able to identify funding opportunities that are appropriate to the Institute and are aligned with the agreed fundraising strategy.
- 2.4. To be responsible for IARS' membership scheme, and work with the Office Administrator for its development and promotion.
- 2.5. To market IARS' publications, events, trainings and services to new and existing audiences using a variety of means including online social media, emails, brochures, and telephone.
- 2.6. To use existing programmes and services to generate income including being responsible for the income generation through IARS';
 - 2.6.1. Annual Conference
 - 2.6.2. Annual Research and Youth Leadership Awards
 - 2.6.3. CPD and other accreditation processes
 - 2.6.4. Existing trainings (online and face to face)
 - 2.6.5. Associates Scheme.
- 2.7. Meet and exceed annual income targets and key performance indicators.

3. General

- 3.1. Ensure that IARS's equal opportunities policies are followed through in all areas of work
- 3.2. To participate in supervisions and annual personnel reviews
- 3.3. To attend and participate in internal IARS meetings including staff meetings

- 3.4. To work co-operatively with other IARS staff and Board members
- 3.5. To attend relevant training in order to fulfil the requirements of the job
- 3.6. To co-operate in the formulation of and development of systems for monitoring and evaluating the work of IARS
- 3.7. To treat with confidentiality any information about IARS members, users, staff and research that could be deemed as personal, private or sensitive
- 3.8. To be self-administrating
- 3.9. To travel nationally and internationally and work outside of normal office hours
- 3.10. To carry out additional tasks which may be required from time to time by the Director

Person Specification: Programme Development Officer

CRITERIA	STANDARD	ESSENTIAL / DESIRABLE
Knowledge & Experience	At least 2years' experience of fundraising and income generation and proven success in raising funds through grant applications and contracts.	Essential
	Proven successful experience in corporate fundraising generating significant income.	Desirable
	Good understanding of impact evaluation methodologies and ability to write concise evaluation proposals.	Essential
	Demonstrable experience of programme development in IARS' areas of youth, equalities and justice.	Essential
	Good understanding of the current fundraising landscape and understanding of social investment.	Desirable
	Knowledge of digital fundraising strategies.	Desirable
	Knowledge and understanding of the third-sector; demonstrable experience of working with charities and research organisations in the UK and abroad.	Essential
	Significant experience of researching prospects, analysing funders' guidelines, accounts and other information to develop high quality proposals.	Essential
	Good knowledge of the issues that IARS aims to address (youth, equalities, justice) at national and international levels.	Essential
	At least three (3) years' experience of writing clear and concise reports, research papers, articles and briefings for a range of audiences including academia and policy.	Essential
	At least three (3) years' experience of giving presentations to a range, of audiences, including at a senior level.	Essential
	Post-graduate degree in a relevant field.	Essential
Skills &	Strong team player with the ability to collaborate with staff and volunteers to develop projects and ideas.	Essential
	Effective time management, organisation, prioritisation and planning skills with the ability to work independently with minimum supervision to meet deadlines.	Essential
	The intellectual capacity to develop a strong overview of IARS's work; to develop new projects and to contribute to their analysis.	Essential
	Ability to influence and raise the profile of IARS and work credibly and effectively with a very wide range of	Essential

Abilities	stakeholders.	
	Excellent written, oral and communication skills, combined with ability to deal with senior individuals in various sectors, manage their expectations and build partnerships with them	Essential
Attitude	Commitment to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice.	Essential
	Sympathise with the aims, ethos and organisational culture of IARS including its vision, mission and values.	Desirable
	Ambitious and self-driven; integrity, resilient and decisive.	Essential
	Must have a critical and reflective approach to work.	Essential
	Willingness to work occasional weekends and evenings and travel nationally and internationally.	Essential