

Programme Officer

Job Description

Reports to: Head of Blended Finance

Location: Hybrid, with at least one fixed day per week in Access's office in Old Street, central London.

Salary: £37,200 per annum (Grade G Officer)

Hours: Full time (37.5 hours). Flexible working arrangements will be considered.

Closing date 12pm on Wednesday, 1st October.

Interviews: We expect first interviews to take place (online) between 8-10th October. We expect second interviews to take place (in person at our office in London) on Tuesday 14th October.

Summary

- Access – the Foundation for Social Investment works to make sure that charities and social enterprises can access the finance they need to sustain or grow their impact.
- You will be part of a small organisation of around 15 people that take a flexible, collaborative and trust-based approach to work.
- Working closely with the Head of Blended Finance and the wider Programme team you will act as an integral support function for colleagues but also build good relationships with our external partners, supporting their engagement with Access.
- This is a key role that offers experience across a variety of different disciplines, with significant potential for personal learning and growth.

About Access

Our mission is to use a range of tools – from grants to investments – to help charities and social enterprises grow their trading income, strengthen their resilience, and access social investment that works for them.

We are building a social investment market fit for the future – one that delivers the right kind of finance to grassroots organisations, particularly in underserved places and communities.

We do this by:

- Funding blended finance and enterprise development programmes in England.
- Sharing knowledge and data and translating it into practical insight that others can use.
- Mobilising others who share our goal of making capital work for communities.

Our values:

- We're part of a much bigger team – we work alongside our partners, strengthening collective efforts to accelerate change
- We are curious, open and honest – our knowledge is for sharing and we don't shy away from difficult questions
- We are not looking for quick fixes – we focus on the deep work of long-term systemic change

Role purpose

Working closely with the Head of Blended Finance this role will provide technical, administrative and relationship management support to a portfolio of investment and grant programmes across Access's blended finance and enterprise development programmes.

The role will balance responsibilities including helping to manage partner performance via regular data submission and meetings, supporting the preparation of reports and assessments, and assisting with the organisation and delivery of meetings and events, including peer learning events and conferences.

The role holder will also become a main point of contact in their own right for some of our social investors, infrastructure organisations, grantmakers, capacity building providers and other organisations who Access is funding to deliver our programmes.

The post holder will report to the Head of Blended Finance but will support the whole programme team and at times others in the organisation, requiring the maintenance of multiple relationships.

Access is a small but connected team, and this role offers an opportunity to be exposed to a variety of different disciplines, with significant potential for personal learning and growth.

What you will deliver (responsibilities)

Programme Support:

- Present analysis and insights based on performance data and any contact with delivery partners to inform decisions within the team about ongoing relationships.
- Support the writing of papers for the Investment Committee and other committees including the Access Board, to present clear information to support understanding and decision-making.
- Help to organise, manage and minute internal and external meetings and events, including peer learning workshops.
- Assist with keeping Programmes pages of the Access website up to date.
- Supporting the development and maintenance of a bank of practical resources for use by our partners
- Other programme support duties as required.

Finance:

- Ensure robust financial management of Access's programmes, including monitoring deployment targets of social investors and supporting the process for drawing funds from Access.

Relationship management:

- Become one of the day-to-day points of contact for a portfolio of organisations who are delivering or supporting Access's programmes, or in the process of applying to do so. These may include social investors, grant partners or other stakeholders.
- Build strong productive and supportive working relationships with delivery partners, in a spirit of collaboration and learning.
- Maintain comprehensive and clear records of the status of the relationship and any key questions or issues which are currently being addressed.

Data and learning:

- Support the acquisition and collation of regular performance data submissions
- Support the analysis and reporting on performance within each delivery partner and across the portfolio.

Other tasks:

- Leading on or supporting the delivery of internal and external events
- Contributing to learning and programme design discussions

Knowledge, skills and experience

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of providing administrative support to projects or programmes 	<ul style="list-style-type: none"> • Experience of working within or with charities and social enterprises • Experience working with legal and technical documentation • Experience of managing or monitoring budgets • Experience of investment structures
Skills and abilities	<ul style="list-style-type: none"> • Excellent IT skills across a range of platforms and in particular significant Excel skills • Very clear written style, drafting emails and documents for committees which provide succinct and clear information • Highly numerate • Ability to build strong collaborative working relationships with partners at all levels including trustees, CEOs and delivery teams. 	
Personal style and behaviour	<ul style="list-style-type: none"> • Practical and rigorous • Demonstrates clarity of thought and communication • Creative thinker – presents practical solutions rather than problems • Collaborative 	<ul style="list-style-type: none"> • A passion for supporting charities and social enterprises

Equal Opportunities

Access is committed to a policy of Equal Employment Opportunity and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We are committed to being an inclusive organisation and actively promote equality of opportunity for all. We believe in the value of a diverse workforce and encourage applications from individuals with a wide range of backgrounds, experiences, and perspectives. Selection for roles is based solely on individual merit, talent, skills, and potential.

As a charity, we are dedicated to reflecting the communities and individuals we aim to support. We particularly welcome applications from candidates who share lived experiences or come from backgrounds that align with those we serve. Diversity strengthens our ability to make a meaningful impact, and we encourage all who feel passionate about our mission to apply.

Terms and Conditions and Benefits:

Terms and Conditions

- This role attracts a salary of £37,200 based on 1 FTE
- Probationary period is six months
- Notice period two months (on completion of probationary period)

Benefits

- 28 days annual leave per annum in addition to bank holidays (pro-rata for part-time employees)
- Contributory pension (employer contribution of 8% dependent on 4% contribution from employee via salary sacrifice)
- Income protection and life insurance
- Personal mobile phone usage and working from home allowances
- Enhanced occupational maternity, paternity, adoption and shared parental leave policies
- Cycle to work and travel loans available

Other Benefits

- Bright, modern office in central London location
- Opportunity to allocate five working days per annum to volunteering
- Opportunity to attend conferences and events within the social investment ecosystem.
- Opportunity to take a 3 month unpaid sabbatical after 5 years of service
- Up to 5 days of study leave (pro rata), where the studies are relevant to the individual's role at Access and in line with individual's development goals