Recruitment Pack

Senior Programme Delivery Officer (Re:Green Programme)

Credit: Vivien Cumming
At no other moment in history have so many young people wanted to take action to address the climate emergency.

In 2021 Raleigh International responded to this call for action by launching Re:Green - our new programme designed to equip young people with the skills, knowledge and experience needed to mobilise their peers, influence decision-makers, and advocate for positive change which supports a greener, fairer and more inclusive society. The programme was a huge success, and we are excited to be entering our second year.

Reporting to the Operations Manager, the Senior Programme Delivery Officer will manage the high quality, safe and effective delivery of Raleigh International’s Re:Green Programme.

This is an exciting opportunity for a candidate with a successful track record of operational delivery. We are searching for someone who performs best in a varied and dynamic work environment, and will enjoy planning and implementing a demanding and impactful programme for young people. The candidate must thrive on supporting others to fulfil their potential, and must be passionate about environmental issues and the empowerment of young people.

**Contract**
6 months full time May-October 2022  
Fixed Term Contract (possible extension)

**Location**
Glasgow Office with some multi-day travel within Scottish Highlands

**Salary**
£29,917

**How to apply**
Please apply through our anonymised application form on our website [here](#).

**Closing date**
31st March 2022

**Interview date**
6th or 7th April 2022
Role responsibilities.

**Programme Delivery**
- Deliver the Re:Green programme as per the programme calendar, working alongside other UK staff teams and inline with the spirit of Raleigh’s mission, vision, ethos and values
- Ensure delivery meets agreed standards and any contractual obligations, whether they be with individuals, donors, partners or corporates
- Participate in MEAL activities to continue development of the Re:Green programme
- Support communications marketing requests as required in order to promote the Re:Green programme
- Represent Raleigh at stakeholder events as required in order to promote the Re:Green programme
- Work alongside the Operations Manager and Project Manager to maintain positive project partner relationships and respond to issues that arise

**Training**
- Work alongside the Project Officer and Climate Action Interns to develop the online training content for My Raleigh or other host site as directed
- Review, develop and deliver comprehensive pre-programme and on-programme training for Re:Green volunteers to ensure they are adequately prepared for the programme (schedules, sessions plans, training notes and learning outcomes)
- Review, develop and deliver comprehensive pre-programme and on-programme training for Re:Green Volunteer Managers to ensure they are adequately prepared for the programme (schedules, sessions plans, training notes and learning outcomes)
- Support the Operations Manager to deliver any other staff or volunteer training as required
Volunteer Support

- Line Manage Office Volunteers (and Volunteer Managers if required); ensuring they have received appropriate training to effectively perform their role, providing them with ongoing advice and support throughout the programme and facilitating their personal development journey through personal goal setting and review activities
- Provide day to day support to Volunteer Managers, and ensure that Volunteer Managers are receiving high quality advice and guidance to effectively manage volunteers and project needs
- Develop activities and training to equip Office Volunteers and Volunteer Managers to effectively manage volunteers' individual and group needs
- In consultation with the Operations Manager, effectively manage any behavioural or other concerns; writing, implementing and monitoring support or behavioural actions plans as required

Logistics

- Prepare all programme set-up logistical needs (i.e., office set-up/ accommodation/ meal planning/ IT, comms and project equipment)
- Supervise and control purchase & maintenance of Raleigh’s resources and equipment using an Asset Register or similar
- Source and oversee all vehicle hire and transport arrangements
- Oversee, and integrate, relevant transport, food and accommodation arrangements and logistics functions across staff and volunteer teams
- Liaise with suppliers to coordinate invoices and services
- Ensure Office Volunteers are well supported in terms of accommodation and food at all times
- Provide day to day support to the Project Support Coordinators in order that they can successfully fulfil their responsibilities
Safety: Prevention & Response

- Ensure all organisational safety and risk management processes are implemented throughout the programme.

- Under the guidance of the Operations Manager, ensure all project level risk assessments and medical evacuation plans are completed in advance of Volunteer Manager Inductions.

- Respond to and manage incidents and accidents on programme in liaison with the Operations Manager and/or Emergency Incident Manager.

- Be on the duty manager rota to provide evening, overnight and weekend support to the programme by being on call and ready to respond to emergencies as required.

- Fulfil safeguarding responsibilities in line with RI safeguarding policy.

- Maintain continuous lines of communication, keeping the Operations Manager and Emergency Incident Manager informed of all concerning and critical issues.

- Maintain close working relationship with UK office, ensuring that policies and quality standards are maintained across all operations.

- Contribute to regular evaluation and strengthening of Raleigh policies. Ensure that safety standards are maintained, and Raleigh’s safety culture is communicated effectively to all relevant staff and participants in line with organisational policy.
**Personnel: Employed and Voluntary**

- Line manage staff and volunteers as per organisation chart, to ensure that they perform their roles to their full potential, contributing to high quality and effective delivery.
- Lead and support office volunteers to ensure they are integrated into Raleigh culture, values and systems, and are able to support of safe & high-quality programmes.
- Ensure a safe and inclusive learning and working environment, maximising the potential of cross-cultural working and leadership development between staff and volunteers of all backgrounds and nationalities. This will include team-building, briefing, providing advice and guidance, and giving practical and moral support and supervision.
- Plan and deliver team bonding and social activities for Volunteer Managers.

**Finance**

- Lead on planning, financial management and spend tracking of relevant budget lines as allocated by Operations Manager.
- Support staff and volunteer managers to ensure transparency, accuracy and timelines are kept, working within agreed expenditure limits.
- Ensure all staff line reports and volunteers are fully trained in all relevant financial protocols.
- Obtain supplier receipts and invoices and follow all financial reconciliation protocols as per internal guidance.
Person Specification.

Essential.

- Experience of working with, and motivating, young people from different backgrounds and with different abilities and support needs
- Strong people management and support skills and experience of managing or overseeing groups of between 40 to 80 staff and/or volunteers
- Excellent communication (written and verbal), facilitation, conflict resolution and diplomatic skills
- Experience in providing pastoral or mentoring support to others
- An understanding of safeguarding
- Ability to deliver high quality, inclusive training and experiential learning opportunities
- Excellent planning and organisational skills with the ability to prioritise and organise a busy and dynamic workload
- Understanding of how to assess and mitigate risks in relation to activities conducted by young people
- Proven ability to manage financial processes, have a good eye for detail, and high standards of financial accountability.
- An understanding of, and interest in, sustainable development, environmental and conservation issues.
- Experience of, and confidence in, spending time or working in an outdoor environment. Comfortable in physical tasks in the outdoors.
- Good IT literacy (Microsoft Office and databases)
- Previous experience either with Raleigh International or a similar organisation at Volunteer Manager / Team Leader level
Desired.

- Knowledge of Scotland’s Highland geography and environmental issues
- Experience managing people with more or different technical experience than yourself
- Experience of managing safeguarding incidents
- Mental Health First Aid trained or experience
- Outdoor First Aid trained or similar
- Understanding and experience of managing groups and logistics in remote environments
- Trek / mountain leader training or qualification
- Clean full driving licence
Why work for us?

What makes Raleigh International different…
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision.
A fair, inclusive, and green world where young people confront the planet’s most urgent crises.

Our mission.
To ignite youth-led action that creates solutions to the world’s most urgent problems.

Our role.
We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.
Raleigh International is a youth-driven organisation supporting a global movement of young people to take action.

We exist to ignite youth-led action that creates solutions to the world’s most urgent problems. But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead on the change they demand.

We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments, combating climate change, and ensuring the right to safe water and sanitation.

With over 35 years of experience working with over 55,000 young people from more than 100 countries, we’re an ever-evolving organisation, constantly adapting to new ideas and challenges.
Our Theory of Change.
Ignite, Equip. Mobilise.

This generation of young people will change the world. But in order to make the vision of a fair, inclusive and green world a reality, young people must be given access to the platforms, networks, skills and experiences they need. They must engage in action where their rights are championed, and where their voice is heard as an equal.

We support young people to move up through three levels of participation; first engaging as contributors; then as collaborators; before arriving at the level of initiators.

**Contributor.**
I contribute towards the achievement of predefined goals, generating new opportunities for myself and the world.

**Collaborator.**
I collaborate with other young people, making decisions about the goals we want to work towards collectively.

**Initiator.**
I ideate, initiate and engage in equitable decision making with adults devising new ways to work towards shared goals.

Youth.

Our Global Alliance
For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities. Our global alliance of over 15 countries forms a network of committed changemakers who collaborate on and initiate programmes and campaigns which are helping to build a greener and fairer world.

**Action Not Excuses**
Action Not Excuses is our first ever global environmental campaign. It will link up young people across the world to take climate action. Together we will support 100,000 young people to create new green jobs, lead the fightback against waste and pollution, and plant 10 million trees.

Your Impact.
Raleigh International's size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture.
Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
Our Values.

All organisations have their values, but Raleigh International really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

Create impact together.

We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

Act with integrity.

We respect the qualities of real leaders, and we strive to embody them in everything we do.

Commit to learning.

We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

Find the courage.

We stand up for what we believe is right, even if this means stepping out of our comfort zones.

Never give up.

Changing the world can be hard, but we will not stop until we have achieved all we set out to.

“We find the courage to speak up for a cause and take action.”
Jyotir, Operations Manager, Nepal

“It is inspiring to work with such a dedicated international team where we are all striving to make the greatest positive impact”
Josh, Marketing, Recruitment and Events Officer

“Raleigh International life is being surrounded by young people who have special talents, passions, and good energy to drive changes.”
Gerald, RTS project Coordinator Tanzania

“I am glad to work somewhere where diversity is celebrated, and we can come to work as ourselves”
Heleena, People, Culture and Training Manager, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua
Working hours.

Staff will work five out of seven days, rotating around weekends, early mornings and evenings as per the demands of the programme schedule. This role will be required to provide on call emergency support out of hours on a rota basis. Additional time worked will be eligible for TOIL as per organisational policy. We do not currently offer paid overtime.

Whilst this is a demanding role with varied hours, we encourage applicants with other set time commitments to apply and discuss this at interview.

Equity, Diversity and Inclusion.

We are committed to eliminating discrimination and creating a workforce that reflects the societies we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion, allowing all colleagues and volunteers to bring their whole selves to work or their volunteering placement, without fear or judgement. We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we are working hard to ensure that as an organisation and as individuals we are all accountable. It starts with us.

Employment eligibility.

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Anti-corruption policy.

It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.
Benefits.

Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

Volunteering leave.
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

Employee Assistance Programme.
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

Wellbeing programme.
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, staff welfare days and collaborative weekly wellbeing events, Raleigh International Head Office strives to offer a mix of activities.

Season ticket loan.
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

Other benefits.
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.

Contact us.

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