



Senior Programme Officer - Speke & North Birkenhead

November 2025



Thank you for your interest in Right to Succeed. We are excited to be recruiting a Senior Programme Officer in the Liverpool City Region to build on the great work the charity is doing and to help us achieve even more.

Right to Succeed supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.

Our Journey

Launched in 2015, Right to Succeed is a charity that supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.

Our role is to support communities to collectively define and deliver the change they need and want for their children, young people and families, and we now serve over 50,000 children and young people across 10 communities all in the bottom 5% of the indices of multiple deprivation.

We're very proud of what these communities are achieving with our support, with major impacts across education, children's social care, post-16 destinations and engagement in wider activities across our communities. A recent evaluation by the University of Manchester has described one of our most established projects as "a potential template for community transformation nationally".

We are growing quickly, and expect that to continue for the next few years as place-based change becomes a national focus. Now is an inspiring time to join Right to Succeed and help us transform outcomes for children. We are keen to encourage applications from those with lived experience of overcoming one or more of the issues our programmes seek to address, as we understand the extra value that this brings to understanding our programmes.

We look forward to meeting you.

Yours sincerely,



Graeme Duncan, Chief Executive



Job Details

Title:	Senior Programme Officer - Speke & North Birkenhead
Reports to:	Programme Manager
Contract type:	Fixed term until 31 Aug 2027
Hours:	Full Time 37.5 hours per week Monday-Friday
Location:	Contractually based from our Liverpool office, with some flexibility to work from home, subject to business requirements and line manager approval. Travel across RTS programme delivery as required.
Salary:	Grade 4 £29,680 - £32,099 FTE salary, (5% employer pension contribution, Medicash and group life assurance, 27 days annual leave per annum for FTE plus bank holidays)

We are seeking a highly motivated individual with expert organisational and people skills who will be the reliable, positive, “go-to” person for our programmes based in Liverpool. The successful candidate will play a pivotal role in supporting our high-quality local and Regional Programme Delivery. The role provides an exciting opportunity to be part of an ambitious, passionate team committed to overcoming inequity and improving outcomes for children and young people.

The role of the Senior Programme Officer

As a Senior Programme Officer, you will play an integral role in supporting staff across all Liverpool City Region programmes with a core focus on leading the coordination of these programmes to enable them to effectively deliver high-quality services that deliver maximum impact within their respective areas.

The core objectives of the role include, but are not limited to:

- 1) Coordinating consistently high levels of quality programme delivery
- 2) Influencing operational relationships and, when required, those at a strategic level
- 3) Leading processes and systems for robust administration and coordination of complex programmes
- 4) Coordinating programme-related external and internal communications activity

Key Responsibilities

Coordinating consistently high levels of quality programme delivery

- Proactively working with the relevant Programme Managers and/or Director in relation to daily programme delivery tasks:
 - Creating clear, robust programme delivery plans

- Ensuring plans are regularly monitored and iterated effectively, timely processing of payments and invoices for programme delivery and that all programme expenses, purchase orders and invoices are up to date
- Email and diary management, scheduling of meetings, booking travel, and accommodation
- Data management including; data input, tracking and ensuring programme data is accurate and up to date.
- Attend school, community and partner meetings to provide administrative support as and when required around Liverpool City region in person
- Team coordination including scheduling meetings and maintaining an action log and being the first point of contact when core team members are unavailable
- Proactively research, quality assure and compile internal and external reports.

Influencing operational relationships and when required, those at a strategic level

- Leading effective communication channels between Right to Succeed, schools, services and partners, ensuring records are easily retrievable to parties who should have access.
- Track levels of engagement across key stakeholders and proactively work collaboratively with internal teams to maintain productive relationships
- Conduct research tasks to develop knowledge of the local area across the current and prospective delivery areas.
- Representing Right to Succeed in key stakeholder meetings and advocating for the programme
- Help to plan the delivery of events with residents, local government, education and business supporters in the area, including venue resourcing, stakeholder communications and event management.
- Build an effective programme delivery network inside and outside of the organisation, including schools and external contacts
- Support other colleagues working on events and discreet projects.

Leading and improving processes and systems for robust administration and coordination of complex programmes

- Developing and upskilling others in all key internal and external policies and processes, ensuring that all key stakeholders are aware of guidelines, best practices and implications of changes.
- Oversee stakeholder management systems, working with Programme Directors, Programme Managers and Internal Data, Design, Partnership and Delivery Team to ensure processes are followed and continually improved.
- Oversee assessment systems and data capturing, working with Programme Managers and the Data, Design, Partnership and Delivery Team to ensure data capture processes are followed and continually improved.
- Oversee programme delivery systems, working with Programme Managers to ensure processes are followed and continually improved.
- Oversee event management systems, working with Programme Managers, the Communications Team and the Data, Design, Partnership and Delivery Team to ensure events are delivered

successfully and the processes are reviewed and continually improved.

Coordinating programme-related external and internal communications activity

- In collaboration with the team and external partners, plan a comprehensive calendar of key milestones, events, and learning opportunities throughout the year, including some evening and weekend events.
- Support the Communications Team with regular updates on program delivery and events.
- Support the organisation in annual learning and celebration events for programmes.
- Contribute to ensuring that the internal communications across programmes within the organisation are effective.
- Acting as a conduit between the delivery/non-delivery team to identify and maximise opportunities to share positive stories about RTS work.

Please note that the critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business needs.

Person Specification

Experience (*essential*)

- Working in a growing team in a fast-paced, busy environment and with tight deadlines
- Effectively collaborating with internal and external stakeholders (relationship management)
- Planning, organising and supporting the delivery of events and complex projects involving multiple tasks and stakeholders
- Experience in improving processes and efficiency savings
- Strong organisational skills with the ability to prioritise tasks without close supervision.

Skills (*essential*)

- Ability to upskill/support team members and share new processes or share learning
- Proven organisational, prioritisation, planning and project management skills
- Excellent relationship management skills and ability to work with a wide variety of stakeholders
- Ability to work independently and as part of a team working on a larger project
- Excellent ICT skills (as a user), ability to support others in understanding ICT platforms
- Ability to work on multiple tasks at the same time and to plan effectively to meet programme deadlines
- Ability to be highly self-motivated, flexible and effective as a professional
- Effective communication skills including strong written English skills
- Confident in compiling data
- Numerate with the ability to prepare simple financial reports, such as budget templates
- Proactive in approach, thinks ahead and anticipates and deals with issues without being prompted.

Knowledge (*desirable*)

- Knowledge of at least one of the following key areas; early years, education, community development and/or voluntary sector space, focusing on improving outcomes for vulnerable young people
- Knowledge of the Liverpool City Region and local priorities
- Knowledge of the early years, education, community development and/or voluntary sector
- Knowledge of wider services available to support young people and families across the boroughs we work in
- Understanding of place-based Change and working with community-led approaches

Our Values	Key Competency 1	Key Competency 2
Commitment	<i>Deliver excellent service to our schools and partners</i>	<i>Work as part of a team committed to delivering a mission</i>
Integrity	<i>Uphold principles and values</i>	<i>Following through on responsibilities</i>
Humility	<i>Approach our work with professional curiosity</i>	<i>Demonstrate learning and the application of your learning</i>
Collaboration	<i>Building effective relationships</i>	<i>Passion for identifying and trialling innovative solutions</i>
Curiosity	<i>Willingness to positively question operating norms</i>	<i>Passion for identifying and trialling innovative solutions</i>

Equal Opportunities

Right to Succeed is an Equal Opportunities Employer and is committed to ensuring no candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation.

Diversity and Inclusion is critical to our success and we actively seek to recruit, develop and retain talented people from a diverse candidate pool.

We particularly encourage applications from those candidates with lived experience of the issues our programmes seek to address as we recognise the value this adds to the delivery of our services.

As a Disability Confident employer we would encourage any applicants who need assistance or alternative versions of our recruitment pack to get in touch so that we can help.

We're proud to be an organisation that is aligned to the 'happy to talk flexible working' campaign and will positively consider all applicants who wish to discuss flexible working arrangements.



Background checks

Due to the nature of the role and the work Right to Succeed carries out we will ask the successful candidate to complete an Enhanced DBS check and any offer of employment will be subject to this background check, along with references from previous employers and checks on their right to work in the UK.

As an equal opportunity employer Right to Succeed does not discriminate against those with criminal records and any information disclosed on the background check will only be considered against the risk that could be posed to our staff members or the recipients of our work, and we comply in principle with the DBS Code of Practice.

How to Apply

To apply for this position, please submit a CV and a supporting statement including your motivation for applying and how you meet the criteria for the role to recruit@righttosucceed.org.uk by **9:00am on Monday 24th November 2025**.

Your supporting statement must not exceed two pages and should cover your motivation for applying for the role and how your skills and experience meet the criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills that will be necessary for the role.

Unfortunately, we can't consider any candidates who do not submit a supporting statement.

Right to Succeed reserves the right to close this vacancy earlier without prior notice. This decision may be made for various reasons, including but not limited to changes in business needs or the identification of a suitable candidate. Candidates are advised to apply as early as possible.

If you need any advice or guidance on the application process, please contact recruit@righttosucceed.org.uk

Timetable

Applications invited by **9:00am on Monday 24th November 2025.**

First Stage Interviews: Friday 28th November 2025 (Online)

Second Stage Interviews: Thursday 4th December 2025 (In Person)

This will be a two-stage interview process with a task to be prepared for stage 2.

These dates may be subject to change.

Queries

For queries about the role or, for additional information, please contact: recruit@righttosucceed.org.uk