Job title	Programmes Officer
Purpose	Delivery of HOB funding programmes
Reports to	Programmes Manager
Salary Range	£24,720 to £30,123 per annum FTE 37.5 hours p/w
Job hours/days	Up to 37.5 hours p/w Mon-Fri.
Location	Hybrid home/office working with office base in Weston Turville, Aylesbury, Buckinghamshire. Some travel around Buckinghamshire. Some lone working.
Closing date	11th January 2026

Responsibility Level	Moderate/high levels of supervision and management input required. More complex administrative tasks and processes, often in specialist areas, with some experience typically needed. No people management responsibilities or strategic contribution required. No budgetary control, but an understanding of finances, or detailed processes often required. Intermittent decision-making of low financial impact. Regular use of systems and data processing. Required to interact with external customers and stakeholders with requests of moderate difficulty. Tasks timeframe typically measured in weeks or days.

Main Duties

- Responsible for delivery of assigned funding programmes
- Accurate and complete recording of all funding data using Salesforce CRM
- Advice and support to applicants and potential applicants including occasional outreach visits.
- Reporting on activity as required

Specific Responsibilities:

Grant and loan programme management:

- Grants and loan programme management including:
  - be the team "expert" on your programmes
  - pre-launch development of programme and systems
  - Salesforce/CRM recording and programme related development
  - application enquiries
  - due diligence and eligibility assessment and enquiries
  - support for relevant decision-making mechanism
  - communication with groups and preparation for payment.

- Sourcing applications and making recommendations to donors as required
- End of grant monitoring assessment and reporting
- Work with the Head of Development to support private donors and philanthropists to ensure that the priorities for their fund are met
- Work as a team to ensure that group mailboxes and telephones are monitored throughout working hours
- Work with the Finance Team to ensure that the grant and loans programmes are delivered within the available budget.

Community Engagement/Outreach

- Undertake VCSE engagement to extend and maximise impact of our grant making, including online and in-person funding advice, new programme promotion, occasional site visits to grantees and potential grantees and other meetings with groups
- Support grantee user testing as required

Communications, Marketing and Events

- Identify appropriate case studies and news stories
- Provide content for the promotion of your programmes
- Contribute to the smooth delivery of HoB events

Record keeping and reporting

- Use of our Salesforce database to ensure records are accurate, up to date and GDPR compliant
- Provide activity and other reports on your area of work as required

General

- Develop a good working knowledge and understanding of the local VCSE sector
- Develop a good working knowledge of external funding and other information and advice sources
- Ensure compliance with all HoB policies and relevant external legislation (eg GDPR)
- Other reasonable duties as required.

Person specification

	Essential	**Desirable**	**To be tested by (A= application, I = Interview, T=Test)**
Qualifications			
4 GCSEs at grades 9 to 4 (A* to C),level 2 NVQs or equivalent		**X**	**A,I** (Test if the desirable quals are not present)
Knowledge and Experience			
Financially literate	**X**		**A,I,T**
Previous experience in a similar role		**X**	**A,I**
Knowledge of GDPR and the need for confidentiality and discretion with sensitive information		**X**	**A,I**
Salesforce (or similar CRM system)		**X**	**A,I**
Not for profit sector governance		**X**	**A,I**
Not for profit sector funding		**X**	**A,I**

Not for profit sector in Buckinghamshire		**X**	**A,I**
Skills			
Ability to interpret and analyse applications	**X**		**A,I,T**
Strong IT skills, particularly MS Office	**X**		**A,I,T**
Tactful, clear communication skills, including a good command of written English	**X**		**A,I,T**
Excellent interpersonal skills, able to work with a variety of internal and external stakeholders	**X**		**A,I,T**
Excellent organisational and administrative skills, able to manage multiple priorities and meet deadlines	**X**		**A,I,T**
Personal attributes			
Self-motivated, flexible and responds positively to opportunities	**X**		**A,I**
Confident addressing/presenting to groups of people on work-related subjects	**X**		**A,I**
Able to work collaboratively	**X**		**A,I**
Ability and willingness to identify when to seek support and when to use initiative	**X**		**A,I**
Able to identify and articulate own development needs.	**X**		**A,I**
Comfortable with and able to undertake lone working	**X**		**A,I**
Other			
Access to independent travel	**X**		**A,I**
Ability to occasionally work out of hours (time off in lieu)		**X**	**A**

Application process

Please e-mail your cv **and** a covering letter to richard@heartofbucks.org outlining how your knowledge and skills are a good fit for this role. Please consider each element of the person specification with reference to your experience, skill, and knowledge gained in employment, voluntary work, studying, or a personal setting.

Heart of Bucks is a Disability Confident Employer, committed to equality of opportunity and celebration of diversity. We are signatories to the Mindful Employer Charter and are a Living Wage Employer. We take great care to ensure that our actions as an employer reflect our values. We promote equality of opportunity and welcome applications from a wide range of candidates. We select candidates for interview based on their skills, qualifications and experience and will ask about any reasonable adjustments you may require when inviting candidates to interview.

Applicants with "unspent" convictions are asked to disclose this as a separate appendix to your covering letter so we can work with you to assess what impact (if any) this may have on your potential employment with us. There is more information about this here: https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give

Closing date for applications is **midnight on 11th January 2026**. Interviews for short-listed candidates will take place in the week commencing 19th January 2026.