



*Programme Officer*  
Job Application pack

# Thank you

"We are excited to be in our growth stage at BelEve, with lots of great initiatives and partners to support us in the great work we deliver.

Having an amazing team, who live our values personally and professionally has been the key ingredient in building our team. I am confident that as we grow we will continue to find phenomenal individuals who are committed to empowering the next generation of female leaders.

The Programme Officer is an exciting new role at BelEve and demonstrates our uncompromising commitment to creating opportunities to transform girls and young women, with tools and programmes that build self-belief, self-love, and self-confidence and addresses emotional, mental, and physical well-being"

**We are an equal opportunities employer and are particularly keen to receive applications from a wide range of candidates.**

Please read on to find out more about the Programme Manager role and do [get in touch](#) if you'd like to chat things over before applying.

Thank you for your interest in joining our team.

Marsha Powell  
CEO

# Key Details

We are looking for an ambitious, enthusiastic, and creative Programme Officer who is passionate about our vision and mission.

Our new Programme Officer will work with our Programmes Director to develop and grow the delivery of our programmes.

Job Title	Programme Officer
Reporting to:	Programme Director
Staff Responsibility:	Facilitation Team
Hours	Full time - 35 hours
Salary	£30k per annum
Contract	Fixed Term 1 year Contract
Location	London based with possible travel
Closing date	12 noon on Friday 28 June 2024
How to apply	Via our <a href="#">website</a>

Applicants may be required to complete a task in advance of an interview and references will be taken up prior to appointment.

Please note that you must have a visa that allows you to work in the UK for the duration of this contract.



# An Introduction to BelEve



# About BelEve

BelEve is a UK-based charity founded 10 years ago by 3 sisters after the loss of their mother. BelEve equips girls and young women aged 8-22 with the skills, support, and confidence to find their voice and make informed choices about their future in an inclusive community. With love at the center of everything we do, we are committed to the development, wellness, and social mobility of girls and young women, BelEve advocates and creates a sisterhood culture, contributing to female empowerment and gender equality in the UK.

BelEve creates opportunities to transform girls and young women, with tools and programmes that build self-belief, self-love, and self-confidence and addresses emotional, mental, and physical well-being. We work collaboratively with the community, and we strive to create a legacy for the next generation, to achieve our mission that all girls and young women are empowered to become leaders of their own world.

To date we have impacted over 20,000 young girls and our mission is to impact over 30,000 young girls by 2027.

# Our Founders

BelEve was founded by entrepreneur sisters Marsha, Chyloe and Rochelle Powell in 2013. After the sudden death of their mother, they became fully aware of the value of having a positive female role model in their life who instilled the importance of courage and the power of exercising your voice.

The sisters made a choice to use their grief to create a positive organisation which empowers girls to realise their dreams, redefining what it means to be a female leader, with the support of a network of positive role models.

The sisters believe that it is the unity of their sisterhood that has given them the continuous drive to succeed and wanted to create this for all girls.



**Marsha Powell**  
Chief Executive Officer



**Chyloe Powell**  
Chief Finance Director



**Rochelle Powell**  
Programmes Director

# What we do

BelEve UK supports young girls and women aged 8-22 to develop skills and gain experiences that improve their life chances and career prospects.

Our main aim is to engender change and bring solutions to issues affecting young women.

We offer a range of programmes to girls and young women

## **BEAM**

Age 8-11

This interactive programme educates, inspires, and empowers girls with new experiences. BelEve UK's aim is to promote well-being, develop leadership and change-making competencies, aid transitions and support girls in reaching their full potential and revealing their influential voice.

## **Lead Her Ship**

Age 12-15

Girls discover their own power to become a leader in their life, explore and connect with their dreams, and find their passion and purpose while becoming confident to lead their own ship and inspire others.

The programme provides new opportunities and experiences to lead a holistic healthy life and supports other girls to gain the same experiences.

## **BelEve in Her Success**

Age 16-22

We partner with corporates to deliver a life-changing impact through our flagship mentoring programmes. The young women gain opportunities to increase their confidence, amplify and reach their full potential. Mentoring has proven to have significant, and at times, life-changing. With the right support to successfully transition from education to higher education, or from education to a career.

## **It Is That Deep (IITD)**

Age 11-22

The It Is That Deep campaign has created a safe space for girls and young women to access practical resources and training against sexual harassment. The campaign exercises young women's voice, and developed over 200 sexual harassment ambassadors, who are changing the narrative for many young women in London.



# Our Values

Our values are behind everything we do. They inform our daily work and drive our future plans.

## Love

Love is at the centre of everything we do, enabling us to be non-judgemental, open-minded and passionate

## Sisterhood

Creating and developing spaces to support & build a community through sisterhood

## Opportunity

Providing equal opportunities to allow young girls to discover their full potential

## Transformation

Encouraging a transformational journey that allows girls to push past their limits and embrace new experiences

## Collaboration

Sharing ideas and co-creating in a collaborative manner with those on a similar mission to reach a shared goal

## Legacy

All young girls and women need to be empowered to become leaders of their own world





# Our Future

2023 is an exciting year for us as we continue to progress our new strategy. We are committed to our values and priorities with the intent to focus over the coming five-year period on enriching, deepening and expanding our current programme areas whilst developing our organisational effectiveness and sustainability to ensure our long-term success.

Infrastructure and capacity building will remain a key priority with safer recruitment and safeguarding enabling growth in delivering safe interactive spaces for all girls and young women. We are committed to continuous improvement in order to ensure our work continues to make a lasting impact on girl and young women's futures.

BelEve delivers its work through five programmes. These will continue to be the flagship thematic areas for the charity throughout the coming five years.

With the pandemic just behind us and the current cost-of-living crisis, we acknowledge the setbacks to progress in women's rights. BelEve will ensure that it meets the needs of girls and young women whilst addressing their individual intersectionality.

The transformational stories of our girls and young women will continue to inform our monitoring and evaluation strategy to ensure that our programmes continue to meet the needs of our girls and young women.

We have developed a 5-year strategy that is ambitious – and also realistic, with 4 key goals underpinning our plan:

1. A sustainable charity with a defined sector position
2. Deliver greater impact for girls and young women
3. Influence and transform girls and young women's lives
4. Stronger and deeper partnerships and collaborations



# Role Overview

## Outcomes and person specification

The Programme Officer is responsible for leading and managing BelEve's youth development programmes, activities, and services. The ideal candidate will be passionate about youth empowerment.

Reporting to the Programme Director, this role will support the strategic planning, programme development, staff supervision, community engagement, and advocacy to ensure the successful implementation and impact of BelEve youth-focused initiatives.

You will need to be a strong team player with a genuine passion for social mobility and dedication. You will have the ability to work independently with high levels of self-motivation alongside the skills to problem-solve and make decisions to deliver all aspects of a programme end to end, from design to reporting and evaluation.

You will lead a team of facilitators, ensuring the quality and effectiveness of our youth programmes while embodying the values and mission of our charity.

The duties listed below all feed into a business development objective with the aim to reach more school & participants, attract new funders, build brand equity, grow portfolio of current offerings to reach both financial and impact goals detailed in the 5 year strategy and beyond.

This challenging but rewarding role has great opportunities to make a difference and develop personally and professionally.

This role will be based in London and may require attendance at training events and meetings in the evening.

# Summary of Responsibilities

Your responsibilities will include:

## 1. Programme Leadership

Lead the development, implementation, and evaluation of BelEve programmes.

## 2. Facilitation

Assist in leading various programmes, workshops, or activities designed for the young people in our community. These could include educational sessions, recreational activities, skill-building workshops, or support groups.

## 3. Strategic Planning

Responsible for the delivery of long-term strategic plans and goals for youth development initiatives in alignment with BelEve's objectives.

## 4. Staff Supervision

Provide leadership, supervision, and support to a team of youth facilitators, and volunteers. Delegate tasks set performance expectations, and conduct regular supervision to ensure staff effectiveness and professional growth.

## 5. Community Engagement

Build and maintain relationships with our community organisations, schools, government agencies, and other stakeholders to enhance collaboration and resource-sharing for youth development efforts.

## 6. Advocacy and Outreach

Advocate for the rights and interests of young people at the local, regional, and national levels. Raise awareness about issues affecting youth and mobilise support for positive change through advocacy campaigns, media outreach, and community organising efforts.

## 7. Evaluation and Assessment (Quality assurance)

Support the Programme Director in implementing methods for assessing the effectiveness and impact of youth programmes, including collecting data, measuring outcomes, and reporting findings to stakeholders.

## 8. Training and Capacity Building

Provide training, workshops, and professional development opportunities for staff members, volunteers, and community partners to enhance their skills and knowledge.

## 9. Risk Assessment

Identify and mitigate risks related to BelEve programme implementation, participant safety, and organisational liability. Develop and enforce policies and procedures to ensure the well-being and security of youth participants and staff.

## 10. Collaboration and Networking

Collaborate with colleagues across BelEve to integrate youth development efforts into the organisation's overall mission and strategic priorities of the organisation. Participate in professional networks and forums to stay informed about emerging trends and best practices in youth development.

### General:

- Participate proactively in weekly team meetings and other meetings as required.
- Be an ambassador of BelEve at all times.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post and flag any issues of capacity as soon as they arrive.



## Person Specification

### Essential

- Will hold a Youth work qualification or experience in a similar field.
- Minimum of two years of previous experience in youth development, particularly in areas related to personal development, leadership, or education. Also, must include programme management and staff supervision.
- Must be passionate about working with young girls and be able to show their creative and innovative skills as part of their everyday role.
- Strong leadership, communication, and interpersonal skills.
- Strong facilitation and communication skills, with the ability to engage and connect with young girls effectively.
- Ability to lead and motivate a team of facilitators, providing guidance and support.
- Demonstrate an understanding of issues impacting young girls and a commitment to their empowerment and well-being.
- Excellent organisational and time management skills, with the ability to manage multiple priorities effectively.
- Adherence to safeguarding practices and a commitment to creating a safe and inclusive environment.
- Dedicated to personal integrity and embodying the values of BelEve.
- Must be able to travel and have access to either a car or public transport, which will enable easy travel across the various locations.
- Experience working with diverse populations and addressing issues of equity and inclusion.
- Commitment to the empowerment and well-being of young people and communities.

### Desirable

- Lived experience relevant to the challenges faced by the girls we serve.
- Previous experience in program development, curriculum design, or educational content creation (or similar) would be beneficial.
- Familiarity with community resources and networks that support youth development.
- Knowledge of adolescent development theory, trauma-informed practice, and culturally responsive programming.

## **Equal Opportunities Statement**

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

## **Criminal Record Check**

BelEve is committed to safeguarding children, young people, and vulnerable adults. As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake an enhanced DBS check and all those invited to interview will be required to complete a self disclosure.

Additionally, if you feel you would require reasonable adjustments in order to carry out the role or attend an interview at BelEve due to a disability, caring responsibilities or any other reason, please give details on the section provided on our application form or get in touch with us to discuss further.