



Digital Programmes Officer

Full time, permanent

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low and middle income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs.

We do this through:

- **Evidence based programmes:** Our programmes support 7,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps.
- **Research:** Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
- **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

In 2020 the Trust launched a new digital platform, Sutton Trust Online (STO) which aimed to help students improve their chances of getting into a leading university. STO offers students a fantastic suite of resources to support them to access high-quality information, receive advice with applications and connect them with our network of ambassadors and alumni.

Over the last year, we have made a number of improvements to the platform including the development of the STO Core programme to support students who do not get a place on a Sutton Trust Summer School or Pathways Programme.

The Digital Programmes Officer will work alongside the Head of Innovation and Senior Programme Manager to support with the day-to-day running of STO, help manage the digital roadmap, work on growing engagement on the platform and deliver live elements of the STO Core programme.

The role will include supporting the technical components of STO working alongside our platform partners, reviewing and delivering on our digital student comms, managing the onboarding of students to the platform and supporting the wider programmes team to engage with STO.

Main duties

- Work with Senior Managers and as part of a team to implement the next wave of development work on STO, including recruitment of students, activation of accounts and delivery of content and programming
- Liaise with partner organisations to source and integrate content on the platform
- Work with the appointed tech partner to ensure project plans are running to time, to budget, and in accordance to our technical specification
- Be the key point of contact for students, including creating and delivering an engagement plan for new and existing students on STO
- Write copy for student facing content or communications
- Devise, organise and deliver live digital sessions to be delivered as part of STO Core
- Coordinate projects across the wider programmes and alumni teams to ensure programmes work is integrated with the platform
- Support data tracking and evaluation projects to understand the impact of the programme
- Other duties as necessary from time to time



Person Specification

We welcome applications from individuals who have experience in:

- Supporting projects through different stages of the project management life cycle;
- Using technology and systems to deliver programmes;
- Building relationships with multiple stakeholders, including internal and external;
- Delivering live sessions or webinars;
- Working with data;
- Working within or an understanding of the not for profit sector;
- Engaging with young people;
- Working with a high degree of initiative and the ability to take responsibility for the digital project; and
- Working within a team in a flexible and discreet way.

We are also looking for an individual who is/has:

- High attention to detail and ability to understand systems logic;
- Creative and able to propose ideas for programme components or communications;
- Excellent verbal and written communication and strong analytical skills;
- Sympathetic to the aims of the Trust and its mission to address educational disadvantage;
- Knowledge and experience of the higher education and/or education sectors;
- First-class interpersonal skills - a natural ambassador able to represent the Sutton Trust in a range of settings; and
- Is eligible to work in the UK*

Terms of Appointment

- Salary: £26,000 per annum
- Contract: Full time permanent
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. **Our Home Working Policy gives staff the option to work from home for up to 50% of the time, with approval from their line manager.**
- Hours: The standard working hours are 9am to 5pm, Monday to Friday and may also be required to attend events / meetings outside of their normal working hours during weekday evenings and occasionally at weekends
- Annual leave: 27 days per annum plus bank holidays
- DBS check required
- Additional: The successful candidate will be invited to join the Sutton Trust's contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution
- Benefits include a Cycle to Work scheme, season ticket loans, and an employee discount scheme.

Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore, all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.



To apply

Please download the candidate application pack from our website, complete the application form, and submit it to jobs@suttontrust.com.

The applicant pack includes:

- Job description and person specification
- Application form
- [Equal Opportunities Monitoring form](#) (optional)

Applications should reach us by **midday on Monday 1st November**, with first-round interviews held on **Thursday 11th November** and second round interviews on the afternoon of **Thursday 18th November**.

Please note that first round interviews will be held on Zoom, and second round interviews will be held in person at our London offices.

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised.

If you require any materials in an alternative format, or have any questions, please get in contact with us on jobs@suttontrust.com.

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](#).

*Please note that we are unfortunately not a licensed visa sponsor.