

Job Title:	Graduate Junior Programme Officer
Location:	Bletchley, Milton Keynes (with international travel as required)
Reports to:	Director of International Programmes and Impact (DIP)
Salary:	£25k
Contract Type:	12 months Fixed Term Contract

About Toybox: Toybox is a UK charity with a vision to end the injustice of children in street situations, one of the world's most vulnerable groups. Toybox works in urban environments, with local partners in Latin America, Africa and Asia and is currently helping thousands of children in the most dangerous cities of our world.

Job Purpose: A unique opportunity for a motivated graduate to kickstart a career in the International Development sector through a structured 12-month programme. Experience will be given across different functions at Toybox- specifically an International Development Department through on the job mentoring, training and getting stuck in. It will be a hands-on opportunity to work on a specific real-world project- which if successful will enable Toybox to support many more street children across the world.

The Junior Programme Officer will support the overall work of the International Programmes team to deliver organisational goals including those related to fundraising and evidence of impact.

Key Responsibilities:

- Support the Director of Impact and Programmes in identifying potential funding opportunities and writing proposals for a variety of donors
- Review and compile monitoring and evaluation data, providing analysis of key themes to assess project impact and effectiveness across the Toybox portfolio
- Help coordinate and deliver team and cross team initiatives focused on improving quality programming, evidencing impact and keeping children and young people safe.
- Maintain Project Management and M&E systems to ensure accurate information is available for users- including visual dashboards.
- Assist in the preparation of case studies, learning reports and success stories highlighting programmatic impact.
- Research and lead on a fundraising initiative and present findings back to the Leadership Team
- Approximately 10% of time to be spent on Innovation, some of which to be focused on an area of choice and to be presented back to Toybox, partners and/or other external audiences.
- Collaborate with the Marketing & Fundraising team on a strategy to engage Milton Keynes based businesses in the work of Toybox, promoting the profile of the charity locally and generating income through CSR funding for selected projects.

Other

- To be sympathetic to the Christian ethos of the charity
- To undertake any travel as may be required to fulfil the role, both nationally and internationally
- To undertake personal development and training as required to fulfil the role
- To undertake any other tasks that may reasonably be regarded as appropriate for the role.

Person Specifications:

Essential

- Degree level qualification in a relevant area such as Development Studies, Development Management, International Development or similar
- A strong desire to kickstart a career in the international development sector and passionate about supporting change for street children
- Agreement with the values, vision and mission of Toybox.
- Experience of working cross-culturally
- Excellent written and verbal communication skills, including fluency in written and oral English.
- Confidence in MS Office and ability to learn new programmes quickly.
- Innovative, flexible to change and able to prioritise conflicting demands
- Courageous (our core value) and willingness to learn.
- Ability to work effectively both independently and as part of a team

Desirable

- Master's Degree in relevant area
- Experience of working overseas in the Global South
- Working knowledge of Spanish
- Good knowledge of relevant thematic areas including Child Rights.
- Proficiency in data management and analysis tools.
- Ability and willingness to travel internationally