

## Programme & Project Delivery Lead (PT)

**2.5 days per week (17.5 hours)**

**February – July 2025 | Hybrid**

**Aimhigher London**

*Are you passionate about improving opportunities for young people from under-represented backgrounds?*

*Do you thrive in a role that blends project management, event delivery, and meaningful impact?*

Aimhigher London is seeking a freelance **Programme & Project Delivery Lead** to coordinate and deliver engaging, inclusive outreach programmes across schools, colleges, and universities as part of the Uni Connect initiative. This freelance role is ideal for someone who enjoys delivering high-quality events, working collaboratively with partners, and ensuring activities make a measurable difference to learners.

### What You'll Do

As our Programme & Project Delivery Lead, you will:

- Plan and deliver a range of Uni Connect and *Finding Futures* activities across schools, campuses, and online, coordinating SEND CPD, parent webinars, and major events such as the Practitioner Awards.
- Ensure high-quality, accessible, and safeguarding-compliant delivery and producing short post-event summaries.
- The role also includes collecting and analysing data in line with Aimhigher's Evaluation Framework, maintaining HEAT records, and supporting Uni Connect reporting.
- A strong commitment to safeguarding and inclusive practice for SEND and care-experienced learners is essential.

For more information download the job description

### What we are looking for

- Experience delivering educational, outreach, or community programmes
- Strong project coordination and organisational skills
- Confident communicator, comfortable working with diverse audiences
- Knowledge of widening participation, education, or community engagement (desirable)
- Ability to work flexibly and independently
- Experience with evaluation or HEAT is a bonus (training can be provided)

## Contract Details

- Freelance contract (Feb–July 2025)
- 2.5 days per week (17.5 hours)
- Flexible working pattern
- Hybrid: remote planning & London-based delivery

## How to Apply

Send your CV and a one page supporting statement explaining how your experience supports the person specification and why you're a great fit for this role, to Suzanne Marchment, [s.marchment@kingston.ac.uk](mailto:s.marchment@kingston.ac.uk)

**Deadline for applications: Friday 19 December (5pm)**

**Interviews** will be held (online) on: **Tuesday 13<sup>th</sup> January**

If you would like to have further information, contact Suzanne ([s.marchment@kingston.ac.uk](mailto:s.marchment@kingston.ac.uk)) or Justine Wright ([j.m.wright@kingston.ac.uk](mailto:j.m.wright@kingston.ac.uk)) for an informal chat