Reports to	YPI Scotland Director
Location	Central / South East, with regular travel across Scotland

Job Purpose

The Programme Officer will support the successful delivery of the Youth and Philanthropy Initiative (YPI Scotland) across a designated portfolio of secondary schools. Acting as the principal point of contact for participating schools, the postholder will ensure the effective implementation of the programme through high-quality training, relationship management, stakeholder engagement, programme monitoring, and continuous improvement activities.

The role is central to strengthening partnerships with schools, young people, charities, and community organisations while promoting the values and impact of YPI Scotland and The Wood Foundation.

Key Responsibilities

Programme delivery and school support

- Act as the principal point of contact for participating secondary schools within the allocated region.
- Develop positive, productive relationships with school leaders and staff to support the successful implementation of YPI Scotland.
- Monitor and support school engagement, participation and reflective practice, ensuring programme delivery meets agreed terms and conditions.
- Deliver training, guidance, and ongoing support to schools on programme resources, processes, and expectations.
- Facilitate high-quality virtual, face-to-face, and learning opportunities tailored to individual school needs.
- Manage the annual school enrolment process and maintain accurate programme records and databases.

Stakeholder engagement and partnership working

- Build and maintain strong relationships with stakeholders across the public, private, and third sectors.
- Represent YPI Scotland at regional and national engagement events.

Events and programme development

- Support the planning and delivery of regional and national YPI celebration events.
- Collaborate with colleagues to deliver shared learning events and professional development opportunities across all stakeholder groups.
- Capture and share lessons learned to help refine programme content and delivery methods.

Founder: Sir Ian Wood, KT GBE (1942-2026) Trustees: Dr Garreth Wood, MBE (Chairman), Lady Helen Wood, Graham Good and Andrew Walker.

The Wood Foundation, Scottish Registered Charity No.SC037957 is the Parent Charity of The Wood Foundation Africa, registered in Scotland as a company limited by guarantee and having charitable status. Company No. SC361033. Scottish Charity No. SC040580

Impact

- Maintain accurate records and programme administration to a high standard.
- Support the collection, analysis, and reporting of programme feedback and evaluation data.
- Identify trends, challenges, and opportunities for improvement and communicate these effectively to colleagues.
- Contribute to the development and enhancement of programme materials, resources, and learning content.

Travel and representation

- Travel regularly throughout Scotland to deliver programme activities, training sessions, stakeholder meetings, and events.
- Represent YPI Scotland professionally at all times, demonstrating the values and mission of The Wood Foundation.

Essential Skills Qualities

Communication and presentation

- Excellent verbal and written communication skills.
- Confident presenter able to engage diverse audiences.
- Strong facilitation and training delivery skills.

Relationship building

- Ability to establish credibility quickly with school leaders, teachers, and external stakeholders.
- Strong networking and partnership-development skills.
- Experience maintaining productive stakeholder relationships.

Organisation and administration

- Excellent planning and organisational skills.
- Ability to manage multiple priorities and deadlines.
- Strong administrative and record-keeping capability.

Data and evaluation

- Ability to collect, interpret, and report on programme data.
- Experience using evaluation findings to improve practice.

Digital skills

- Competent user of Microsoft 365 applications.
- Experience delivering virtual meetings and training sessions through platforms such as Microsoft Teams and Zoom.
- Confidence using CRM systems, databases, and online learning resources.

Founder: Sir Ian Wood, KT GBE (1942-2026) Trustees: Dr Garreth Wood, MBE (Chairman), Lady Helen Wood, Graham Good and Andrew Walker.

The Wood Foundation, Scottish Registered Charity No.SC037957 is the Parent Charity of The Wood Foundation Africa, registered in Scotland as a company limited by guarantee and having charitable status. Company No. SC361033. Scottish Charity No. SC040580

Personal Qualities

- Passion for improving outcomes for young people.
- Strong commitment to educational equity and social impact.
- Self-motivated and able to work independently.
- Adaptable and responsive to changing priorities.
- Collaborative and team-oriented approach.
- Resilient and solution-focused.
- Professional, approachable, and credible.
- Committed to continuous improvement and reflective practice.
- Enthusiastic ambassador for YPI Scotland and The Wood Foundation.

Essential Experience

- Experience working within education, youth development, community learning, programme delivery, or the third sector.
- Experience delivering training, workshops, or learning programmes.
- Experience building partnerships with multiple stakeholders.
- Experience managing projects, programmes, or initiatives with competing priorities.
- Experience supporting monitoring, evaluation, and reporting activities.
- Possess a full, clean driving licence and access to a car.

Desirable Experience

- Understanding of youth participation, social action, or philanthropy programmes.
- Experience coordinating events and community engagement activities.
- Knowledge of Scotland's third sector landscape and Third Sector Interfaces (TSIs).

Founder: Sir Ian Wood, KT GBE (1942-2026) Trustees: Dr Garreth Wood, MBE (Chairman), Lady Helen Wood, Graham Good and Andrew Walker.

The Wood Foundation, Scottish Registered Charity No.SC037957 is the Parent Charity of The Wood Foundation Africa, registered in Scotland as a company limited by guarantee and having charitable status. Company No. SC361033. Scottish Charity No. SC040580