



**Fighting to create a world where all  
single parents and their children thrive**

# Programme Officer

Gingerbread, the charity for single-parent families, is registered in England and Wales as a company limited by guarantee, no. 402748, and a registered charity, no. 230750





# Welcome



**Sarah Pinch**  
Chair, Gingerbread

**Thank you for your interest in joining the Gingerbread team. This is an exciting opportunity to join a passionate and inclusive organisation making a real difference to single-parent families across England and Wales.**

This pack will tell you more about our charity. It includes details of the Programme Officer role, how to submit your application and some background information about our history and the work we're doing today.

Gingerbread is the charity for single parents. We challenge discrimination, and campaign against the inequalities single parents face. We support single parents by providing them with information and we build connections – providing a support network so that no single parent is ever alone.

There are over 2 million single parents in England and Wales. Although the majority of them are working, they're twice as likely to live in poverty as couple parents. And too many single parents experience loneliness, worry and the impact of negative stereotypes in the media and wider society. Gingerbread is leading the fight to create a society where all single parents and their children can thrive. We hope you'll consider joining us.

As you'd expect, we're a family-friendly charity. We offer a supportive team culture and good work-life balance, while delivering impressive results.

We'd be delighted to discuss this role with you so please get in touch by emailing [recruitment@gingerbread.org.uk](mailto:recruitment@gingerbread.org.uk) if you'd like any more information. We look forward to hearing from you.



# What Gingerbread does

**Gingerbread has supported and championed single parents since 1918. Originally called the National Council for the Unmarried Mother and her Child, we've worked for over 100 years to make sure that single parents are not forgotten.**

Our campaigns have led to changes in the law. We've influenced the government and challenged stigma and stereotypes. Our information helps tens of thousands of single parents every year.

Through our policy work, we ensure that our members' concerns and experiences are taken to the heart of Westminster and our in-person and online communities can be found across England and Wales, providing support and friendship to thousands of single parents and their children.

In 2022, we launched our latest strategy with a focus on improving the financial situation and the mental health and wellbeing of single parents.



## **Our vision**

Our vision is of a world where all single parents and their children can thrive



## **Our mission**

We stand with and support single parents to overcome disadvantage, inequality and injustice



## **Our values**

We are brave, trustworthy, supportive and ambitious



# Working with Gingerbread

## Where we work

Our work spans England and Wales.



Our office is based near London Bridge at 82 Tanner Street, London SE1 3GN

We currently operate a hybrid working environment and support applications from those wishing to work remotely.

## When we work



Staff can choose to work between 7:30am and 7:30pm, with a schedule that suits both you and your line manager.

We're happy to accommodate flexible working requests from day one.

## Equal opportunities

We strongly encourage applicants from all backgrounds to apply, including underrepresented communities and single parents.



To help us assess the effectiveness of our recruitment process, please complete a diversity and equality questionnaire [via MS Forms](#). Your responses are completely anonymous, stored confidentially by our HR team and will not be shared with the selection panel.



# What we can offer you

## We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits.

Depending on the type of contract, some or all of these benefits may change, i.e. for a freelance contract.

### Working culture

- A friendly and supportive work environment
- Flexible working options available from day one to help maintain a healthy work-life balance
- Opportunities for training and professional development
- Two charity days annually to volunteer with an organisation of your choice
- Be part of a team dedicated to making a positive impact for single-parent families across England and Wales

### Money

- A competitive salary, Gingerbread is an accredited Living Wage Employer
- Workplace pension with Aegon (Gingerbread makes a 5% contribution)
- Interest-free season ticket loan up to £10,000

### Time off work

- Generous annual leave allowance of 28 days plus bank holidays
- Office closure between Christmas and New Year
- An extra day's leave after two years' service
- Buy up to five days of annual leave a year

### Health and lifestyle

- Employee Assistance Programme (Employee advice line and discounts/promotions from leading name brands, restaurants and cinemas)
- Cycle to work scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Technology loan scheme



# What we are looking for

## Job Description - Programme Officer

<b>Job title</b>	Programme Officer		
<b>Hours</b>	35 hours/week	<b>Salary</b>	£23,000-£26,000 depending on experience (Plus London weighting)
<b>Based at</b>	Hybrid	<b>Reports to</b>	People, Culture & Governance Manager
<b>Contract</b>	Fixed Term Contract: 12 months		
<b>Job purpose</b>			
The Programmes Officer will provide essential support to ensure the effective delivery of organisational plans, track and report on programme progress, coordinate evaluations, and support the delivery of key work sprints, including the Business Accreditation Scheme and the Wellbeing Calendar activities.			



## Job Description - Programme Officer

Key responsibilities	
<b>Business Support</b>	<ul style="list-style-type: none"><li>• Provide day-to-day administrative and operational support across programmes and teams.</li><li>• Help deliver internal processes to ensure effective outcomes of organisational activities from CRM and project activities through to finance system and website updates.</li><li>• Support with document management, scheduling, and internal communications as needed.</li></ul>
<b>Sprint Programme Tracking and Reporting</b>	<ul style="list-style-type: none"><li>• Maintain a monthly sprint dashboard that captures progress across all programmes.</li><li>• Liaise with programme leads to collect milestones, blockers, and achievements updates.</li><li>• Share dashboard reports with relevant staff by the 5th of each month to support planning and monitoring.</li></ul>
<b>Evaluation Coordination</b>	<ul style="list-style-type: none"><li>• Support the creation and upkeep of a central evaluation tracker for all programme activities.</li><li>• Work with colleagues to collect quantitative data and qualitative stories demonstrating programme impact.</li><li>• Assist in compiling information for mid-year and end-of-year impact reports.</li></ul>
<b>Programme Delivery</b>	<ul style="list-style-type: none"><li>• Assist in coordinating and delivering key projects, including the Accreditation Scheme pilot.</li><li>• Help organise event logistics, collect participant feedback, and support follow-up actions.</li><li>• Contribute to developing and updating toolkits, guidance materials, and communications content.</li><li>• Provide on-the-ground coordination for Wellbeing Calendar activities, attend online workshops and contribute to post-event insights.</li></ul>
<b>Corporate Responsibility</b>	<ul style="list-style-type: none"><li>• To take a flexible approach to work and duties within an appropriate level of responsibility, carrying out other duties as directed by the Senior Management Team.</li><li>• To actively contribute to organisational cohesion, encouraging cross-team working and a problem-solving approach.</li><li>• To work in line with Gingerbread's values and <a href="#">Code of Conduct</a>.</li><li>• To take personal responsibility and ensure compliance with corporate policies, including safeguarding, confidentiality, health and safety, data protection and risk management.</li><li>• To support a digital-first and collaborative approach to all work.</li><li>• To champion and promote equality and diversity in your work area and the broader organisation.</li><li>• To ensure the single parent voice and experience informs the design and development of your work, where possible.</li></ul>



## Person Specification - Programme Officer

Criteria	To be assessed via application	To be assessed at interview
<b>Knowledge &amp; Experience</b>		
Knowledge of Microsoft Office software packages and CRM bases and ability to identify opportunities to use digital to improve efficiency.	✓	✓
Experience in coordinating or delivering projects, ideally within the charity, education, or public sector	✓	✓
Experience of building and maintaining successful relationships with a diverse range of partners	✓	✓
Experience in monitoring and evaluation of projects	✓	✓
<b>Skills &amp; Behaviours</b>		
Ability to coordinate complex projects involving a range of internal and external stakeholders	✓	✓
Demonstrable commitment to safeguarding and equal opportunities		✓
Ability to identify lessons learned and share those beyond the immediate team		✓
Ability to manage your own time and priorities to meet agreed objectives		✓
Ability to work with colleagues across departments	✓	✓
Ability to solve problems, working flexibly and collaboratively		✓
Strong organisational skills with attention to detail, and the ability to communicate clearly with colleagues, partners, and participants, both verbally and in writing.	✓	✓



## Person Specification - Campaigns Manager

Criteria	To be assessed via application	To be assessed at interview
<b>Corporate</b>		
A commitment to the work of Gingerbread and to improving the lives of the UK's 1.8 million single parent families.	✓	✓
Able to work confidentially in a digital office, including standard Microsoft Office software packages and CRM bases and identifying opportunities to use digital to improve efficiency.	✓	✓
Highly developed understanding of equality, diversity and inclusion principles and how they affect the organisation.	✓	✓
Able to work evening and occasional weekends		✓



## How to apply

If you are interested in becoming Gingerbread's Programme Officer, please send your CV and a cover letter detailing your motivation and how you meet the person specifications to [recruitment@gingerbread.org.uk](mailto:recruitment@gingerbread.org.uk).

Candidates are welcome to demonstrate their ability to match the person specification by expanding on how their experience, training and/or qualifications might have provided them with the knowledge or skills required for the role. Successful candidates will be appointed on merit.

If you have any questions about your application or the application process, please contact the HR team at [recruitment@gingerbread.org.uk](mailto:recruitment@gingerbread.org.uk).

We would like to take this opportunity to remind you that you will require an existing right to work in the UK for us to progress your application.

