Programme Support Officer

(Salary range: £29,807 - £33,063)

33.5 days Annual Leave plus Bank Holidays

Full-time Monday to Friday 37 hours per week - Part-time and flexible working arrangements considered.

Help Us Deliver Programmes That Change Lives

C+K is looking for an organised, proactive and motivated Programme Support Officer to help deliver a range of funded programmes that support people to develop skills, access opportunities and achieve positive outcomes.

Working alongside colleagues, partners and funders, you will play a key role in ensuring our programmes run smoothly, meet contractual requirements, and continue to deliver high-quality services across the communities we serve.

About the Role

This is a varied role that combines programme administration, data management, reporting, referral coordination, and operational support. You'll work across a range of projects, helping colleagues deliver high-quality services while identifying opportunities to improve systems and processes.

About You

You'll be highly organised, digitally confident, and able to manage competing priorities in a fast-paced environment while maintaining excellent attention to detail.

Full details of the essential and desirable criteria can be found in the Job Description and Person Specification.

C&K Careers Ltd, Registered Office:
Brian Jackson House, 2 New North Parade, Huddersfield, West Yorkshire, HD1 5JP
Telephone: 01484 242000 Email: enquiries@ckcareers.co.uk
www.ckcareers.co.uk | MyDirections.co.uk

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CDI Career Development Institute Affiliate Organisation

Why Work for C+K

We are a people-centred organisation that values and supports its staff. We offer:

- 33.5 days annual leave plus bank holidays
- Flexible working arrangements
- Learning and development opportunities
- A supportive and inclusive working environment

C+K is a great place to work for anyone seeking employment in a people centred organisation where staff are valued and highly regarded. We offer excellent terms, conditions and benefits to our employees and opportunities for career development and progression.

How to apply

- Information about this vacancy, including job description and personnel specification and the application form are available to download on the company website by selecting: https://www.ckcareers.co.uk/about-c-k-careers/programme-support-officer-vacancy
- Applications should be returned to recruitment@ckcareers.org.uk **by 12pm on Monday 30 November 2026.**

Please note, we reserve the right to close our vacancies early if sufficient applications are received

For more information contact:
Charlotte Wood, Operations Manager, charlotte.wood@ckcareers.org.uk

The closing date for applications is 12pm, Monday 30 November 2026

We are committed to safeguarding and promoting the welfare of children and young people and expect our staff to share this commitment. All roles are subject to rigorous safer recruitment checks, including enhanced DBS clearance and reference verification.