



Programmes Associate

Candidate Information Pack

Fixed term contract or secondment

May 2026



Image: Broken Silence group project in London, Face Front Theatre



Welcome from our

Director of Programmes

and Influencing (Deputy CEO)

We are very pleased that you are interested in joining our friendly team.

People's Health Trust is a national charity working with local communities across Great Britain to stop people dying too young, help them live longer, healthier lives. and make health equal.

Life expectancy rose for a hundred years, but in the last decade it has gone backwards — with the steepest declines in the most disadvantaged areas. Across Great Britain, people in these neighbourhoods die up to 13 years earlier than those in the wealthiest places. These inequalities are driven by changeable factors such as poor housing, low-paid work, and limited access to good education, clean air and natural spaces. People's Health Trust exists to end this unfairness and ensure everyone has the chance to live a long, healthy life.

Our work focuses on:

- programmes supporting people living in the most disadvantaged neighbourhoods to address the conditions that make them unwell — from poor housing and limited access to advice services, to a lack of natural space and pathways into good work.
- using data, evidence and community expertise to design solutions, not just restate problems. Our work improves health and wellbeing from cradle to retirement.
- our lived experience network – made up of over 600 grassroots leaders from across England, Scotland and Wales – works directly with us to share evidence of the impact that poor housing, low income, poor jobs and poor education have on the lives of their communities, as well as timely and cost-effective solutions.

With a strong interest in social justice, the Programmes Associate will support the delivery of the Trust's programmes and influencing work – supporting the management of new programme development and launch, as well as holding a portfolio of live grants.

Experienced in grant management, you will be skilled in managing projects alongside supporting a portfolio of funded partners and managing grant application processes. You will also bring with you experience of using grant management systems.

If you think you fit the bill, we would love to hear from you.

Max Rutherford

Max Rutherford

About us

Who we are

Strategic priorities 2022-2026

Our four strategic areas of work are:



1. We will **listen to and support** marginalised groups to speak out about their experience of health inequalities.



2. We will **build evidence and practice** around what works to address health inequalities.



3. We will **speak clearly and boldly** on the avoidable inequalities in health faced by marginalised people.



4. We will **develop as a diverse, equitable and inclusive** organisation and funder.

Our objectives place a clear emphasis on the Trust listening to marginalised groups and speaking clearly and boldly on the avoidable inequalities in health faced by marginalised people. We will build our evidence on what works and influence policy and decision-makers through local and national partnerships, and we very much welcome opportunities to form new partnerships with others.

**people's
health
trust**

**people
make
change**

**we
help it
happen**

Looking after our staff

Project visits

All staff are encouraged to visit our project and experience the work of the communities we fund.

Prioritising wellbeing

We have an employee assistance programme to support you in and out of work, 24 hours a day, 7 days a week.

As part of our wellbeing commitments, all staff can have a wellness action plan in place to support their health.

Our values

Our [values](#) are at the core of everything we do and are reflected in how we work with staff and our partners.

Developing our staff

We are committed to developing our staff. We have regular performance reviews and development opportunities to support your growth.

Key benefits

25 days' holiday, plus bank holidays a year.

To support your travel to the office, we offer interest free season ticket loans and a cycle to work scheme that lets staff buy a bike in instalments. Our office offers secure bike parking.

We offer a pension contribution of 6% of annual salary.

Life assurance cover equivalent to 3 times your annual salary.

Hybrid Working

Staff work from home for up to 60% of their week.

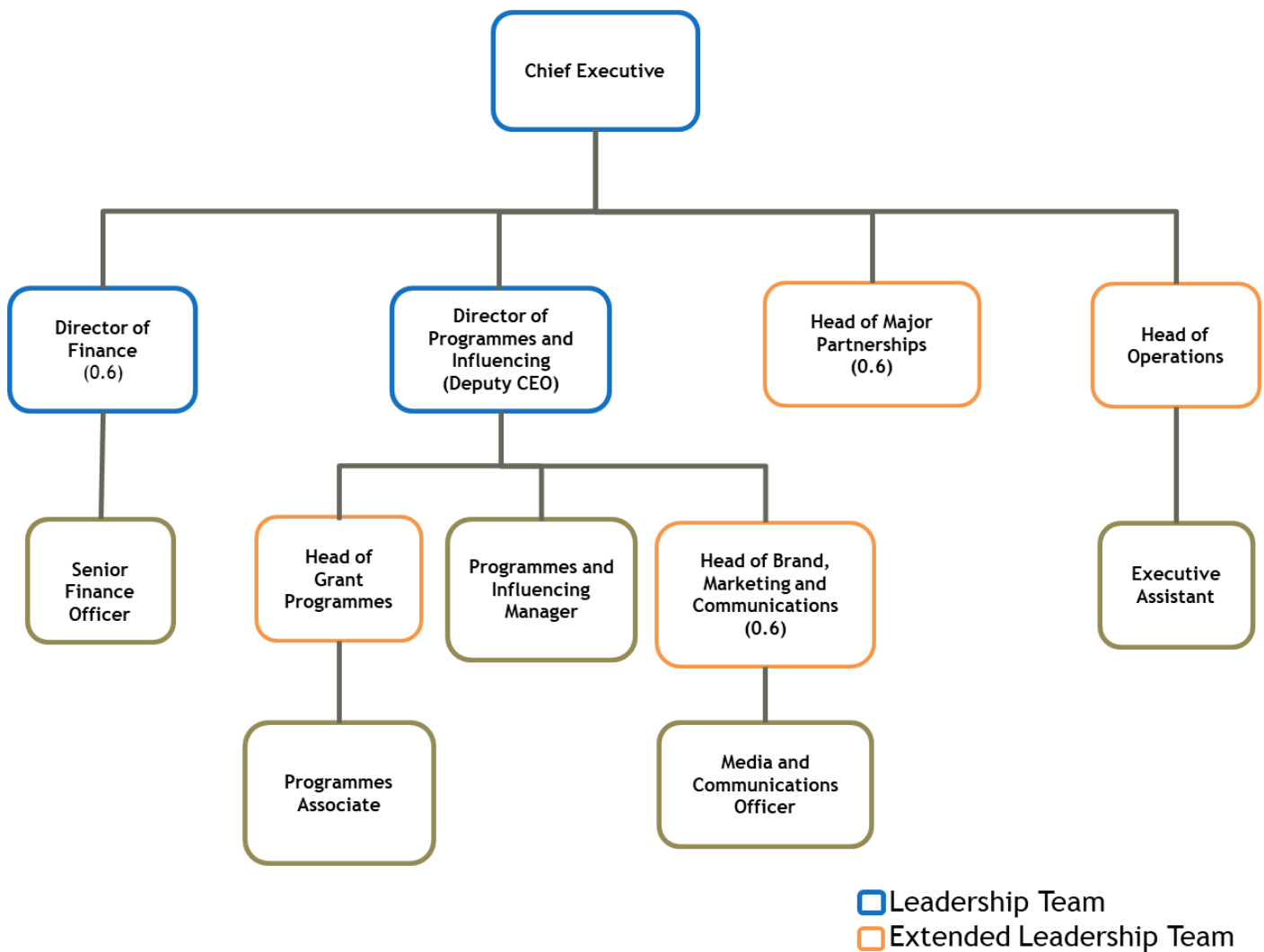
Living Wage Employer and Funder

We are committed to being a Living Wage Employer and Living Wage Funder.

Equity, diversity and inclusion

We are committed to strengthening our approaches to equity, diversity and inclusion (EDI) as an organisation and as a funder and we have a published (and very much alive) EDI strategy. We aim to have a staff team in place that represents the communities we serve, including having the necessary range of skills and perspectives. We are committed to providing a safe place of work, free from racism, oppression and bigotry.

Our team



More information on our staff, and our board of Trustees is available on our [website](#)



The role

Programmes Associate

Salary: £42,000 gross per annum

Contract: 12 month fixed term or secondment

Hours: 35 hours per week

Location: London (hybrid, with a minimum of 40% of contractual hours in the office)

Responsible to: Head of Grant Programmes

Responsible for: External assessors

About the post

This role is crucial to the delivery of the Trust's programmes and influencing work, responsible for supporting the management of new programme development and launch, as well as holding a portfolio of live grants. The post-holder will provide dedicated support to the early phases of three new programmes; this will include substantial development activity, including the set-up of new grant application pathways, network development, assessment processes, and panel preparation.

Key

Responsibilities

Equity, diversity and inclusion

- actively supports our anti-racism and anti-oppression intentions and creates programmes and processes which ensure marginalised people's health is not compromised by discrimination.

Project management

- managing project delivery milestones for the initial phase of each programme, working closely with the Head of Grant Programmes.

Programme development and launch

- working with the wider Team supporting programme development through programme labs, research into each programme area, consideration of network and capacity building development. Developing outreach and promotion plans for the new programmes including pre-application support such as webinars.

Database management

- designing and implementing all Blackbaud Grant-making system and grants portal functionality required for application processes, working alongside colleagues to share delivery and broaden knowledge.

Application assessment

- leading assessment of grant applications and drafting all relevant panel papers. This may include the recruitment and training of external assessors.

Coordinating grant awards

- overseeing/delivering administrative elements such as entering grant requirements and producing and issuing grant offer letters.

Grant management

- managing a portfolio of grants including all necessary administration.

New business

- supporting the Trust in seeking new business through corporate partnerships, trusts and foundations, high net worth individuals and any other means.

What you will bring to the role

- Understanding of equity, diversity and inclusion and its impact on health
- Strong understanding of the social and economic causes (building blocks) of poor health
- Direct experience of involvement of marginalised people in solutions and action
- Skilled in project managing the development of programmes of work to address social justice
- Understanding of how to manage grant programmes from assessment to close including relational grant management, developing networks and capacity building
- Direct experience of using grant management systems

Our competencies

Teamwork

Working co-operatively, building and nurturing strong relationships both within and outside of the Trust.

Effective Communications

Demonstrates the ability to communicate concisely, accurately and persuasively, verbally and in writing, with a range of audiences, appropriate to the role.

Personal Effectiveness

Demonstrating effective working practices, striving to deliver high performance.

Commitment to Excellence

Setting high standards of performance for self and others in meeting the needs of the Trust; seeking to be the best in all that we do, and continually improving both personally and professionally; identifying, understanding and giving priority to meeting the needs of customers and other stakeholders.

Strategic Leadership

Contributes strongly and creatively to the development and articulation of the future direction of the Trust, driving and motivating others to achieve long-term goals

People and Resource Management

Achieves results through efficient and effective management of people and resources. Creates a diverse and inclusive environment enabling individuals to achieve their maximum potential

Expert / Technical Knowledge

Demonstrating the best use of required knowledge in specified areas, ensuring continuous learning and development.



How to apply

Please forward a CV together with a supporting statement, no longer than 900 words. This should set out your interest in the role and how you meet the essential criteria:

- Understanding of equity, diversity and inclusion and its impact on health
- Strong understanding of the social and economic causes (building blocks) of poor health
- Direct experience of involvement of marginalised people in solutions and action
- Skilled in project managing the development of programmes of work to address social justice
- Understanding of how to manage grant programmes from assessment to close including relational grant management, developing networks and capacity building
- Direct experience of using grant management systems

Please use these as headings in your supporting statement.

Please send your CV and supporting statement to recruitment@peopleshealthtrust.org.uk by 9 a.m. on Tuesday 26 May 2026. Please also complete our [monitoring form](#) as part of your application.

Interviews will be held in person on Wednesday 3 June 2026.

Our diversity data shows that we are currently underrepresented by certain groups of people. We particularly encourage applications from people from racially minoritised communities, disabled people and people from disadvantaged backgrounds.

We are committed to being a **Disability Confident Employer**. This means that we are committed to the recruitment, progression and retention of disabled individuals. If you are disabled and have the essential skills and experience to do the job, we will invite you for interview. If this applies to you, please ensure you indicate this on your email when you submit your application.

If you require any additional support with your application please get in touch. This particularly applies to people who need us to make reasonable adjustments under the Equality Act 2010. For example, if you:

- would like this document in a different format,
- would like to make an application in a different format
- require the support of a BSL interpreter

You can contact us to discuss support by:

Telephoning 020 4548 0953

Emailing recruitment@peopleshealthtrust.org.uk

In writing at 19-21 Garden Walk, London, EC2A 3EQ