



Boxing Futures Ltd
Unit 12 Crusader Court
Yaxley
Peterborough
PE7 3PU

Job description and Person Specification:

Post: Programme Co-ordinator

Hours: 37.5 hours per week

Salary: £26,228- £30,000 per annum

Location: Peterborough, Cambridge, Stamford, Rutland and the surrounding areas.

Holiday: 25 days exclusive of bank holidays and statutory holidays

Pension: Pension scheme with a 3% employee contribution

Responsible to: Operations Manager

Responsible for: The delivery of Boxing Futures programmes.

An enhanced DBS check will be required for this post as the post holder will have direct contact with vulnerable people.

BACKGROUND

Boxing Futures is a charity that helps young people to build their confidence, self-esteem, and resilience, whilst also improving health and fitness. Our programmes are designed to engage young people in a personalised environment where they can be successful and develop their social, emotional, and physical wellbeing. Our programmes blend physical activity and therapeutic talk time.

We work with BACP registered Psychotherapists to ensure all our programmes have a healthy balance between physical and mental development.

We believe in promoting the aspirations of our service users and in providing opportunities for young people to gain their Bronze Boxercise Award. Our alumni service users also have the chance to participate in the Duke of Edinburgh scheme.

SUMMARY OF JOB

We are looking for a highly organised, relational, and proactive **Programme Co-ordinator** to oversee the scheduling, administration, and operational delivery of our programmes across several regions.

You will be the key link between referral partners, delivery staff, and the wider organisation — ensuring programmes start well, run smoothly, and finish with high-quality evidence and outcomes.

This role is perfect for someone who thrives in a fast-paced environment, enjoys problem-solving, and takes pride in creating order, clarity, and consistency.

KEY RESPONSIBILITIES

Programme Allocation & Communication

- Act as the secondary point of contact during referral and onboarding stages.
- Become the primary point of contact once programmes are allocated.
- Ensure all pre-programme requirements are completed (risk assessments, venue checks, participant information, safeguarding considerations).
- Maintain clear, timely communication with schools, colleges, youth organisations, and referral partners.

Programme & Staff Scheduling

- Create and maintain the organisation-wide master delivery schedule across all regions.
- Allocate staff to programmes based on skills, geography, and availability.
- Ensure staffing ratios meet programme requirements.
- Coordinate cover arrangements and manage diary changes to ensure continuity of service.

Programme Administration & Compliance

- Monitor programme timelines in line with academic term times.
- Ensure timely completion of registers, debriefs, evidence, surveys, and end-of-programme reports.
- Maintain accurate programme records and data on internal systems.
- Support compliance with safeguarding, data accuracy, and organisational policies.

Quality Assurance

- Track attendance, engagement, and outcome data across all programmes.
- Collate feedback from participants, referral partners, and delivery staff.
- Support continuous improvement processes and contribute to quality assurance reviews.
- Identify risks, gaps, or delays and escalate appropriately.

Delivery Support (Relief Coach)

- Act as a relief Sports & Wellbeing Coach during staff absence.
- Maintain coaching competence through periodic delivery.
- Ensure programmes are never cancelled due to staffing gaps — a key reputational and contractual safeguard.

Person Specification

Experience

- Experience in programme coordination, youth work, education, or sports/wellbeing delivery.
- Experience managing schedules, logistics, or multi-site delivery.
- Experience working with young people facing barriers or vulnerabilities.
- Experience maintaining accurate records and following organisational processes.

Qualifications

- Relevant qualification in youth work, education, sport, social care, or equivalent experience.
- Safeguarding training (or willingness to complete).
- First Aid qualification desirable.

Skills

- Highly organised with strong attention to detail.
- Excellent communication and relationship-building skills.
- Ability to manage competing priorities and deadlines.
- Confident using digital systems for scheduling, reporting, and data entry.
- Calm, solution-focused, and able to respond quickly to unexpected changes.
- Able to work independently and as part of a wider team.

Values & Approach

- Warm, relational, and trauma-informed.
- Committed to safeguarding and professional boundaries.
- Reflective, open to feedback, and committed to continuous improvement.
- Passionate about improving outcomes for young people.
- Aligned with Boxing Futures' ethos of movement, connection, and positive change.

General responsibilities

- Lead on the coordination and smooth running of Boxing Futures programmes across multiple regions, ensuring delivery is well-planned, well-staffed, and compliant with organisational standards.
- Maintain accurate and timely records of programme schedules, attendance, evidence, and reporting requirements.

- Ensure safeguarding remains central to all programme operations, reporting any concerns in line with Boxing Futures policies and procedures.
- Build and maintain positive relationships with referral partners, schools, colleges, delivery staff, and internal colleagues.
- Provide clear, consistent communication to all stakeholders throughout the programme lifecycle.
- Support the delivery team by coordinating cover arrangements and acting as a relief Sports & Wellbeing Coach when required to ensure continuity of service.
- Participate in internal and external meetings, training events, and organisational development activities as required.
- Engage in regular supervision and annual appraisal, identifying personal development needs and contributing to continuous improvement.
- Uphold Boxing Futures' values, ethos, and commitment to high-quality, trauma-informed practice in all aspects of the role.
- Undertake any other duties that are commensurate with the role and support the effective functioning of the organisation.

This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.

Please apply by sending your CV and a covering letter (maximum two sides of A4), which clearly explains your experience and suitability for the post, how you meet the person specification and what attracts you to the role – Please apply via Indeed, or email: recruitment@boxing-futures.org.uk

The deadline for applications is Friday 10th July with interviews taking place week commencing 20th July 2026 at our Peterborough office.