

UK Program Officer

Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?

We are looking for a friendly, organised, and hard-working person who studies or has studied an undergraduate and/or postgraduate at a UK university to help grow our UK Program, and improve the experiences of our current UK mentees and mentors.

You will be working closely with **Riyana**, our **UK Program Director**, and **Simon**, our **Global Director of Mentorship Programs**.

Responsibilities include:

- Working with the UK Program Director and conducting in-depth research on scholarships across various regions, ensuring accurate and up-to-date information.
- Driving engagement on our Slack channels for UK mentees and mentors.
- Updating and expanding our library of written resources for our UK Program participants.
- Compiling, drafting, and refining scholarship documents for clarity and comprehensiveness.
- Provide 1-1 assistance to our UK mentees.
- Contributing to program initiatives by actively engaging in kick-off calls and brainstorming sessions
- Collaborating with team members to enhance scholarship resources and program effectiveness.

The ideal applicant is...

- Studies, or has studied, for an undergraduate and/or postgraduate degree at a UK university. Applicants are still encouraged to apply even if they don't/didn't study at one of the UK universities. We're currently active at (Cambridge, Oxford, Imperial College London, UCL, LSE, King's College London, Warwick, Durham, Manchester, Edinburgh, Bristol, Leeds).
- Passionate about our mission to help underrepresented students get into their dream universities – you will be one of the main points of contact for the mentors and mentees on our UK Program.

You will get...

- The chance to improve your communication and organisational skills.
- Access to a great community of talented and ambitious students.
- To build a direct relationship with the mentees and mentors that Project Access is all about!

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Riyana, UK Program Director (riyana.chatterjee@projectaccess.org).