

JOIN OUR TEAM

Role: Programme and Partnerships Executive
Reporting to: Director of European Programme
Location: London / Hybrid working
Contract: Permanent, full time

About Boardwave

Boardwave is a little different to most businesses today. The primary goal of our impact-driven business model is to generate positive change in the European software sector. Launched in May 2022, Boardwave is a mission-driven community for leaders in the software sector that has grown rapidly, with over 2,250 members across the UK and European software industry, including founders, CEOs and their investors. Membership for CEOs and founders is offered free of charge, underscoring our commitment to accessible support and development.

Inspired by the collaborative culture of Silicon Valley, which has given rise to many of the world's most successful software companies, Boardwave seeks to replicate these conditions of success. Our aim is to advance the UK and European software industry, nurturing the next generation of global leaders through a comprehensive support ecosystem. This ecosystem provides access to expertise, knowledge sharing, mentoring, coaching, thought leadership, and personal development. Additionally, Boardwave facilitates access to capital and ensures a unified voice to governments, essential for transformative success.

By 2034, we envision the UK and European software industry evolving from follower to leader, creating numerous successful global entities. Boardwave exists to catalyse this transformation, supported by a consortium of over 90 of the UK and Europe's top partners and service providers in the software sector.

[Learn more](#)

Why we need you

Our programmes and events are the heartbeat of the Boardwave community, from mentoring and breakout groups to major gatherings across Europe. To keep these running smoothly, we need someone who can provide essential coordination, ensure logistics are seamless, and bring energy and professionalism to every task.

As Programme Executive, you'll play a vital supporting role, making sure every programme and event is delivered to the highest standard and that our members receive an excellent experience.

Key elements of the role

Programme Support

- Assist with the delivery of all Boardwave programmes, including the Mentoring Programme, Breakout Programme, and other community initiatives.
- Support programme planning and administration, helping with scheduling, communications, member onboarding, and feedback collection.
- Track participation and outcomes, ensuring records are up to date and insights are captured for reporting.

Event Coordination

- Support the Programme Manager in planning and executing UK and European events, including logistics, venue liaison, travel arrangements, and on-the-day support.
- Help prepare materials, briefings, and follow-up communications for events and partner-led activities.
- Coordinate the pipeline of sponsored activities (dinners, breakfasts, portfolio days, etc.), ensuring seamless delivery and alignment with member and partner expectations.
- Assist with major event preparation, ensuring partner-specific activities are integrated and delivered to the highest standard.
- Ensure all events reflect Boardwave's high standards and create a welcoming, professional environment for members.

Partnership Support

- Provide day-to-day support on partner account management for Lite and Impact partners.
- Coordinate and track partner offers, activities, and updates to partner plans.
- Support the production and distribution of partner communications in relation to programme activities - Breakouts, Event Sponsorships and Masterclasses.
- Maintain and update records in our CRM to ensure partner engagement is current.

Community Engagement

- Assist with member and partner communications and queries, ensuring prompt and helpful responses.
- Help coordinate introductions and follow-ups to strengthen connections across the community.
- Contribute to creating a smooth, positive experience for all members and partners.

The experience that excites us

We're looking for someone who is:

- **Organised & reliable:** You keep on top of details, deadlines, and logistics.
- **People-focused:** You enjoy helping others and creating positive experiences.
- **Proactive:** You spot what needs doing and get it done.
- **A strong communicator:** You're clear, professional, and comfortable engaging with senior leaders and members.
- **Experienced:** Prior experience in events, programme support, administration, or community management is desirable.
- **Curious & keen to learn:** Interest in professional development, mentoring, or learning & development is a plus.

WHAT WE CAN OFFER YOU

Boardwave presents an incredible career opportunity. We have great momentum, have an active and engaged Member base to build on, and you would be joining Boardwave at an early stage and this presents opportunities to develop and grow your career with us as the company expands. Plus you get to work with the amazing leaders of the software industry.

Among a host of other things, we offer:

- Hybrid working
- Competitive salary
- 25 days' holiday + Bank Holidays
- Birthday day off
- Private medical insurance
- Personal development budget
- Home office set up allowance
- A mentor from within the network to support you on your personal career journey
- A team-orientated and meritocratic culture, and plenty of growth potential.

To Apply please contact Katy Wakefield - katy@boardwave.org