



Head of Programmes

For an informal and confidential discussion about the role, please contact our recruitment partner:

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Application is by way of a CV and a Supporting Statement.

How to apply

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Closing date: Monday 19th April 2021

Selection and timescales:

There is a two stage selection process.

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.



the children's charity

improving young lives every day

JOB DESCRIPTION

SECTION A – GENERAL INFORMATION	
Job Title	<i>Head of Programmes</i>
Location	<i>Camden, London</i>
Duration (if applicable)	<i>One-year fixed term contract initially</i>
Working arrangements	<i>Part-time (21 hours per week)</i>
Responsible for:	<i>London Programmes Team</i>
Accountable to:	<i>Chief Executive</i>
Work closely with:	<i>All Heads of Departments, Regional Offices, Committees, Trustees, Beneficiaries, Corporate Partners and Donors.</i>

SECTION B – ROLE	
<p>Summary of Role</p>	<p>To lead the Programmes Department, taking responsibility for all matters relating to the delivery of Variety programmes (Sunshine Coaches, Wheelchairs, Specialist Equipment Grants, Youth Clubs, <i>Variety Great Days Out</i>, hospital projects and Young Ambassadors).</p> <p>To be a member of the management team and contribute to the day to day running of the Charity.</p> <p>To develop and implement associated operational, business, and strategic plans, reviewing resources, processes, funding needs and policies.</p> <p>To conduct research, gather data and produce impact reports that demonstrate the Charity’s work to stakeholders and drive campaigns.</p>
<p>Areas of Responsibility</p> <p>Note: Within the boundaries of the role description, new projects and work areas may be incorporated into the role over time or as the role develops.</p>	<ul style="list-style-type: none"> • Oversee the management of Variety’s programmes, working with both employees and volunteer committees, to ensure the efficient delivery of Variety’s provision of Sunshine Coaches, equipment grants and <i>Great Days Out</i> programme across the UK. • To regularly review programme policies and procedures and lead on their development in line with best practice and beneficiary needs. • Communicate policy/procedural changes across the organisation, training and educating staff/volunteers on best practice. • Identify any gaps or potential development of programme areas through relevant research and by quantifying the need, making recommendations to the Chief Executive and Trustees, and driving change. • Demonstrate the impact of Variety’s programmes through establishing baseline data, collecting, and analysing information, producing impact reports, and delivering presentations to stakeholders. • To directly line-manage the members of the Programme Team, following HR procedures and monitoring performance. • To offer professional support to regional staff, committees and Trustees on matters relating to programme delivery and monitoring performance. • To lead on the development of case studies, presentations, and the Young Ambassadors Programme, working closely with the

Fundraising, Events and Mar-Comms Teams.

- To take responsibility for ensuring that quality data is available to the Fundraising Team.
- Assist in the development and delivery of relevant campaigns.
- Act as the Charity's Safeguarding Officer (please see **Appendix A** for further information).
- Monitor budgets and financial reporting.
- Assist the Chief Executive with the development and implementation of the organisation's strategic plan and the day to day running of the organisation.
- Take a hands-on approach to programme delivery, supporting the Team and managing own projects alongside Head of Department duties (e.g., *Variety Great Days Out* events).

General Responsibilities

- To participate proactively in general staff, SMT, Board meetings, or other meetings as maybe required.
- To build and maintain effective relationships and contribute to the sharing of knowledge and experience, and the development of Variety and its profile.
- To represent the organisation professionally and positively always.
- It is the responsibility of employees to apply Variety's Equal Opportunities Policy and the Health & Safety Policy in their own area of responsibility, and in their general conduct.

Other Requirements

- You may, with reasonable notice, be required to work at any of Variety sites.

Appendix A – Lead Safeguarding Duties and Responsibilities

- To manage and ensure the comprehensive implementation of Variety’s safeguarding framework and policies and procedures.
- To ensure safeguarding standards are met and maintained.
- To ensure effective communication through the dissemination of information in a timely and accurate fashion, highlighting any safeguarding or welfare concerns with colleagues, and all other stakeholders as appropriate.

- To act as a central point of contact for internal and external individuals and agencies, which will include:

Providing safeguarding advice, consultation and support to all Variety programmes/delivery, projects, and events.

Investigating and making formal responses in the event of a complaint from a client or external agency; advising on the outcome of the investigation and taking responsibility generally for ensuring compliance with Variety’s complaints and other procedures, including managing related record systems and where appropriate referrals to other agencies e.g., the Police.

Supporting and advising the regional/other staff as required in relation to general activity and safeguarding risk management.

- To generally keep own knowledge and skills up to date regarding safeguarding and attend relevant training as approved.
- Undertake any other duties as maybe required to fulfil the duties of Variety’s designated Safeguarding Officer.

SECTION C – PERSON SPECIFICATION

<p>Essential Knowledge, Skills and Experience</p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • A broad knowledge of disability and child health. • Grant provision, compliance, and audit. • Safeguarding. • Data protection and best practice. • Understanding of diversity and equality issues. <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Empathy when dealing with parents/ guardians of beneficiaries. • Confident database user. • MS Office Suite. • Research and data analysis. • Strong communication, leadership, and management. • Presentation and training. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Substantial experience in charitable/ health programmes roles in the UK within the public or third sector. • Direct experience of working with disability/ disadvantaged children and young people. • Experience of managing a team of staff. • Experience of working with committees and volunteers. • The capacity to identify the needs for Variety’s intervention, providing context to support the fundraising activity. • Experience of writing policies and developing procedure. • Ability to identify and develop case studies to promote Variety’s programmes.
<p>Desirable Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • Academic study, professional development and/or professional memberships relevant to the role.

Variety, the Children’s Charity, is committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex marital status, sexual orientation, gender reassignment, age, or disability. It is the responsibility of employees to apply Variety’s Equal Opportunities and Health and Safety Policies in their own area of responsibility and in their general conduct.

The post holder will be expected to contribute to the overall aims of Variety by assisting in the co-ordination and administration of any activities related to the charity. The post holder will have the opportunity to work as a volunteer on many of Variety’s major events and will be expected to work together with the Variety staff and volunteers in the generation of ideas and initiatives that will contribute to the growth and development of the Charity.