



**the children's charity**

improving young lives every day

## JOB DESCRIPTION

SECTION A – GENERAL INFORMATION	
<b>Job Title</b>	<i>Head of Programmes</i>
<b>Location</b>	<i>93 Bayham Street, London NW1 0AG</i>
<b>Duration (If Applicable)</b>	<i>Permanent</i>
<b>Working Arrangements</b>	<i>Full-time</i>
<b>Responsible for:</b>	<i>London Programmes Team</i>
<b>Accountable To:</b>	<i>Chief Executive</i>
<b>Work Closely with:</b>	<i>All Heads of Departments, Regional Offices, Committees, Trustees, Beneficiaries, Corporate Partners and Donors.</i>

## SECTION B – ROLE

<b>Summary of Role</b>	<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>, Swings &amp; Roundabouts, hospital projects and Young Ambassadors).</p> <p>To be a member of the senior management team and contribute to the day to day running of the Charity.</p> <p>To develop and implement the five-year strategic plan, 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>
<b>Areas of Responsibility</b>  <b>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.</b>	<ul style="list-style-type: none"><li>• 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;</li><li>• To regularly review programme policies and procedures and lead on their development in line with best practice and beneficiary needs;</li><li>• Communicate policy/ procedural changes across the organisation, training and educating staff/ volunteers on best practice;</li><li>• 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;</li><li>• Demonstrate the impact of Variety's programmes through establishing baseline data, collecting and analysing information, producing impact reports and delivering presentations to stakeholders;</li><li>• To directly line-manage the members of the Programme</li></ul>

	<p>Team, following HR procedures and monitoring performance;</p> <ul style="list-style-type: none"><li>• To offer professional support to Regional staff, committees and Trustees on matters relating to programme delivery and monitor performance;</li><li>• To lead on the development of case studies, presentations and the Young Ambassadors Programme, working closely with the Fundraising, Events and MarComms Teams;</li><li>• To take responsibility for ensuring that quality data is available to the Fundraising Team;</li><li>• Assist in the development and delivery of relevant campaigns;</li><li>• Act at the Charity's Child Protection Officer;</li><li>• Monitor budgets and financial reporting;</li><li>• To be a member of the Charity's Senior Management Team, attending and reporting at both Heads of Department meetings and Trustees/ Crew meetings as required;</li><li>• Assist the Chief Executive with the development and implementation of the organisation's strategic plan and the day to day running of the organisation;</li><li>• Take a hands-on approach to programme delivery, supporting the Team and managing own projects alongside Head of Department duties (e.g. <i>Variety Great Days Out</i> events).</li></ul>
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## SECTION C – PERSON SPECIFICATION

### Essential Knowledge, Skills and Experience

#### Knowledge:

- A broad knowledge of disability and child health;
- Grant provision, compliance and audit;
- Safeguarding;
- Data protection and best practice;

#### Skills:

- Empathy when dealing with parents/ guardian of beneficiaries;
- Confident database user;
- MS Office Suite;
- Research and data analysis;
- Strong communication, leadership and management;
- Presentation and training;

#### Experience:

- 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/ 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.

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.

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