



Job Description & Person Specification

Head of Programmes

RESPONSIBLE TO: CHIEF EXECUTIVE

JOB LOCATION: Based in Amersham, Buckinghamshire but with travel throughout the UK / Hybrid working also available

HOURS: Full time (35 HOURS) but flexible working negotiable

SALARY: £48k

OVERALL JOB PURPOSE

- To lead the Programmes team of Roald Dahl's Marvellous Children's Charity, to deliver the charity's charitable activities
- To continue to develop the programme strategy and plan in line with the organisation's outcomes
- To support the leadership of the organisation through your role on the Senior Leadership Team
- To work with the Chief Executive and relevant Trustees to utilise their support, expertise and advice

RESPONSIBILITIES

Strategy

Lead the development of the Roald Dahl Marvellous Children's Charity programmes focusing on the four strategic areas of work and ensuring that there is a well-planned infrastructure to support these posts and RDMCC is meeting its charitable mission to provide specialist nurses and support for seriously ill children by: Prepare a yearly implementation plan to achieve agreed objectives as agreed with the CEO and Board of Trustees

- Monitoring progress and providing regular management reports to share with the CEO and Board of Trustees
- Develop and produce well thought out proposals for any strategic development areas working with the Head of Development to bring these together
- Building and developing effective relationships with staff, supporters (including children and families), volunteers and partners across the charity sector, the NHS and other partners in order to maximize the value of personal networks for the charity

- Keeping up to date with changes in healthcare provision and funding as well as new opportunities making effective plans to benefit from all the opportunities presented

Managing Performance

Manage the performance of the programmes team by:

- Working with the team to prepare, implement and monitor robust plans to ensure that deliver is of a high standard and managed in good time; development of the high calibre staff recruited takes place; and the team work well across the whole charity communicating all programmes activities.
- Overseeing and developing contracts and partnerships with organisations who wish to work in partnership with RDMCC to support the NHS.
- Fully meeting senior management responsibilities in the recruitment, support, development, training and performance management of all staff (including fixed term contracts).

Programme Management

Manage the Programmes workplan by:

- Leading the programmes team to prepare a workplan that will achieve agreed key performance indicators and work alongside all agreed organisational plans
- Monitoring and evaluating all initiatives to ensure that there is ongoing learnings and improvements/changes when required taking place
- Working with the CEO to agree and implement an engagement strategy and plan for the nurses and the wider healthcare sector to raise the profile of RDMCC and increase our credibility as a leader in our field.
- Preparing annual budgets to meet agreed income and expenditure targets liaising with the Head of Finance and the CEO.
- Monitoring performance against budget, supported by the Head of Finance
- Seeking opportunities to improve cost effectiveness and efficiencies whilst also ensuring charitable spend targets are met across the Programmes.

Other Matters

This job description is not exhaustive. It may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation of appointment will be subject to a satisfactory Disclosure Barring Service report.

Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. While our offices are not currently accessible for people with significant mobility difficulties, we will make all reasonable adjustments to allow the most suitable candidate to perform their role effectively.

Roald Dahl's Marvellous Children's Charity operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds or vehicles or when on Roald Dahl's Marvellous Children's Charity business outside the office.

Person Specification: Head of Programmes Attribute	Essential (E) or Desirable (D)
1. Knowledge:	
Good understanding of health and social care across the UK	E
Understand and support the charity's aims and objectives	E
Understanding of the impact of serious illnesses on children and their families	E
Ability to think at a strategic and operational business level including project planning, monitoring and evaluation	E
Understanding of the voluntary sector and empathy with those who chose to work in it	E
Someone who welcomes new ideas who is also committed to the principles and ideals of the charity	E
2. Skills	
A highly personable manner, an ability to engage people and deal effectively with people from all walks of life combined with personal charm, sensitivity and thoughtfulness	E
Tact and diplomacy and the ability to respect confidentiality	E
Excellent oral and written communication skills along with the ability to negotiate and deliver presentations to all manner of audiences	E
High level organisational skills with the ability to meet deadlines under pressure	E
Ability to remain positive and constructive under pressure and embrace feedback	E
Ability to be assertive but also have empathy and ability to be sensitive with staff	E
3. Personal Qualities	
Enthusiastic and hard working	E
Strong team player	E
Calm under pressure and common-sense approach	E

Flexible and adaptable	E
Strategic thinker	E
4. Experience:	
Proven track record of managing healthcare programmes	E
Experience working in the health sector or at a health charity	E
Managing high performing teams to achieve objectives	E