



## HEAD OF PROGRAMMES & FUNDING JOB DESCRIPTION

<b>Job Title</b>	<b>Head of Programmes &amp; Funding</b>
<b>Reports to</b>	<b>CEO</b>
<b>Member of</b>	<b>Senior Leadership Team</b>
<b>Purpose of role</b>	<b>To lead on the strategic ambitions of our work on partnership working, promoting effective collaboration.</b>

### **Key Tasks and Responsibilities**

The Head of Programmes & Funding is a key member of the Charity and, as a member of the Senior Leadership Team, will play a significant part in delivering the objectives set out by the Board of Trustees.

- To contribute to regular review of the vision and strategy of the NCC
- To assist the CEO in implementing the operational strategy as agreed by the Board of Trustees

The Head of Programmes & Funding is the lead for developing our Life Chances programme for beneficiaries. The post holder will work closely with the CEO and is able to draw on support from the Volunteer & Community Lead and the data administrator.

We are seeking someone with the expertise to grow our Life Chances programme, developing partnerships with philanthropists, charities and corporates, new and existing partners and delivering excellent relationship management to generate sustainable support to help improve the lives of our Naval Children. You will have excellent networking and stewardship skills to generate long-term and sustainable support. We are looking to develop opportunities for children and young people including apprenticeships, mentoring, internships, and other opportunities for confidence building and enhancing resilience. You will develop partnerships in the community and manage the Community Funding Grant applications.

Primary duties are:

- To optimise income and opportunities from partners across the UK to support and develop our Life Chances programme.
- Research and implement applications to new Trusts and Foundations to provide a significant and sustainable income stream, steward and maintain existing funders.
- Develop new, and steward existing, partnerships with like-minded individuals and organisations.
- Research, develop, implement and review an annual plan for partnerships and opportunities for the programme including fundraising applications to meet agreed financial targets.
- Create compelling proposals based on the Naval Children's Charity's charitable activities the meet funders'/partners' needs.

- Provide an excellent standard of reporting and stewardship to funders and partners, ensuring their contribution is appropriately recognised, valued and actively acknowledged, driving long-term relationships.
- Deliver effective assessment and processing of community grant applications, including identification of need, due diligence, assessment and reporting for decisions on grant awards.
- Ensure all internal processes are adhered to for recording and monitoring of grants and funding.
- Produce regular reports to Trustees at Main Board Meetings and other sub-committee meetings.

## FUNDRAISING

- Provide support, advice and encouragement to groups and individuals wishing to raise funds in aid of the NCC.
- When required, support the CEO to develop events to raise funds for the Naval Children's Charity
  - Provide Risk Assessments for each event.
  - Ensure correct insurances/licences in place for each event.
  - Produce all support materials for events .
  - Liaise with the Volunteer, Community and Digital Marketing Lead to publicise events using Social Media and website.
  - Source raffle and auction prizes.
  - Support the CEO in organising events for Major Donors such as dinners on HMS Victory.
- Recruit and steward supporters who want to fundraise at community level.
- Support fundraisers in their events and activities
  - Send out guidelines to fundraisers.
  - Provide branded items and advice to fundraisers.
  - Attend fundraising events where possible to support.
  - Attend cheque presentations from donors/fundraisers.
  - Manage thank you letters to fundraisers in a timely fashion.
  - Provide branding for Fundraisers to use on their publicity material.
- Proactively ensure all materials are accurate and compliant with relevant data protection and gift aid legislation.
- Keep abreast of Fundraising guidelines and best practice and any relevant legislation and ensure these are implemented into policy and practice throughout the Charity.
- Maintain records of fundraising activities and provide updates to line manager and bookkeeper including Gift Aid.

## PROGRAMMES

- Work with the CEO in researching opportunities, providing briefs and giving recommendations for partnership opportunities to support children and young people.
- Develop and provide full costings and outlines to enable projects and partnerships to be fully assessed by CEO and Trustees and developed for delivery.
- Work with the caseworking team to identify children and young people who can take up partnership opportunities.
- Lead on delivery of partnership projects in support of children and young people such as the Tall Ships Youth Trust project

## PERSON SPECIFICATION

### EXPERIENCE

05 July 2023

- A successful track record of delivery results within fundraising, managing programmes & partnership working or similar role for a minimum of two years.
- Excellent networking, stewardship and influencing skills, articulate and persuasive written and verbal communication skills.
- Experience of liaising with and managing high level supporters and stakeholders.
- Strong planning and organisational skills including project planning and team working.
- Accomplished user of IT and database systems.
- Self-motivated and disciplined.

#### General

- Policies and procedures – to work with good governance and compliance, in line with the NCC's policies.
- Best practice – adhere to the highest standards of best practice, including the Fundraising Regulator's Code of Practice and other relevant legislation.
- Confidentiality – maintain strict confidentiality of information.
- Flexibility – a willingness to work outside office hours, travel and make overnight stays on occasion when required.
- Working in a small team – a hands on and can do attitude.

The post holder will be based at Portsmouth, hybrid working is possible and the role may require attendance at other locations in the UK.

*Salary £45,000 – £50,000 per annum*

*35 hours per week, no TOIL or overtime (salary adjusted to reflect this), flexible hours but office hours are 0830 – 1600, some remote working/hybrid working possible and role will involve time out of the office regularly, around the UK. DBS checks required for role.*

*Pension matched 7.5% Govt NEST scheme, Benenden Health employee welfare scheme, Death in Service insurance, 30 days holiday per year plus bank holidays and between Christmas and New Year (discretionary), SSP at start of service, incremental increases on length of service.*

The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.

The Naval Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and associated professionals to share this commitment.