



### **Job Description - Director of Programmes (Maternity Cover)**

**Salary:** £40,000 - £50,000 p/a subject to hours and experience.

**Contract Type:** Fixed term contract (12 months). Applications will be considered from self employed contractors.

**Hours:** Full-time, or part-time, minimum 3 days per week.

**Head Office Location:** Hammersmith, with flexible working policy and potential for international travel

**Holiday:** 28 days, excluding bank holidays or pro rata equivalent

**Management:** up to 4 direct reports

**Reports to:** CEO

[Arise's](#) vision is a world without slavery in which the human dignity of every human being is respected. Our mission is to build the strength, sustainability and direct impact of frontline groups working to prevent slavery and human trafficking.

Arise is seeking a maternity cover Director of Programmes to oversee the programmatic activities of the charity. This is an exciting role for an outstanding individual. Reporting to the CEO and leading Arise's programmatic staff on three continents, the successful candidate will lead a high performing team, and you will be responsible for implementing key aspects of Arise's mission. You will have a proven track record of management, network development, and a comprehensive understanding of the grant cycle, together with programmes experience.

We warmly welcome and encourage applications from individuals with lived experience, recognising the unique perspectives and valuable insights they bring to our work.

### **Key areas of responsibility**

#### *Strategic Overview of Arise Programmes*

- Directing and overseeing all of Arise's international programmatic work, including programmatic budget;
- Overall management of grants portfolio and budget;
- Implementing Arise's programmatic vision and strategy together with the CEO and other members of the Senior Management Team;

- Maintaining and developing Arise's key relationships with key frontline partners;
- Liaising with trustees on Arise's programmatic work;
- Overseeing policy and governance compliance related to Arise's programmes;
- Management and coordination of impact reporting across programmes work, including improving processes already in place.

#### *Programmes Management in Nigeria and Albania*

- Managing two team members based in Nigeria;
- Development of new programmes in country alongside frontline networks;
- Oversight of relationship development and maintenance with frontline groups and network leadership;
- Regular meetings with the local networks to ensure continued collaboration and amplification of their work.

#### *People Management*

- Overseeing all Arise's in-country staff and line managing the Programmes Manager in London;
- Collaborating with the Senior Leadership Team and other staff members to focus on staff wellbeing.

#### *Designated Safeguarding Lead*

- Receive and manage any reports of abuse, neglect, or other safeguarding concerns;
- Maintain confidential records of concerns, referrals, and actions taken;
- Provide training and support to staff and volunteers both locally and globally;
- Review and update the organisation's safeguarding policies and procedures;
- Regular monitoring and reporting to the Board on safeguarding reports and updates;
- Staying up to date on safeguarding requirements and best practice for charities and ensuring these are applied to Arise.

### **Required Skills**

- Extensive professional experience;
- At least 3 years of management experience with demonstrated progression of responsibility;
- Experience building networks or coalitions, ideally across diverse cultural contexts
- Project management experience with budget responsibility;
- An understanding and appreciation of the value of faith within development;
- Proficiency in Microsoft Office and other common software packages, especially Salesforce and Google Drive;
- Ability to think strategically and spot opportunities and gaps within a broad brief.

## **How to apply**

- If you wish to apply for this role, please complete [this application form](#). We do not accept CV's and/or cover letters. The full application form can be viewed at the end of this document, but please submit your application via the online form.
- If you would like to receive the job description and application form in large print format, please contact [info@arise.foundation](mailto:info@arise.foundation)
- If you are shortlisted for an interview, you may request for reasonable adjustments. This is to ensure that the interview process is accessible and inclusive.
- We are committed to promoting equality, diversity and inclusion across the charity and our workforce.
- We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.
- We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.
- This role will require a DBS check - in accepting appointment, you undertake to regulate your conduct in line with the requirements of our code of conduct and to undergo any background checks that may be required. If you are shortlisted for an interview you will be asked to complete a self declaration of any information that would make you unsuitable to work with children.

## **Interview Process**

- Closing date for applications is 17:00 GMT on 27 March 2025.
- We will request 2 references as part of this process - one referee should be your current or most recent employer.
- Interviews will take place online, the week commencing 31 March 2025.
- A short assessment will be included as part of the interview process.
- We would like the successful candidate to start in early May 2025.

## **COPY OF APPLICATION FORM**

Please use this copy to plan your application, but note that all applications must be submitted via the [online application form - click here](#).

### **Data Protection**

*We process all personal data collected during the recruitment process in accordance with our data protection policy. We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.*

Please type your email

### **Personal and Professional Details**

- Title
  - Mr
  - Mrs
  - Miss
  - Ms
  - Other
- Forenames
- Surname
- Address
- Telephone number

### **Employment**

Please begin with your current or most recent employment

- Employment 1 (Current/Recent) | Employer
- Employment 1 (Current/Recent) | Job title
- Employment 1 (Current/Recent) | Date started
- Employment 1 (Current/Recent) | Date ended
- Employment 1 (Current/Recent) | Description of responsibilities
- Employment 1 (Current/Recent) | Current salary / salary on leaving
- Employment 1 (Current/Recent) | Reason for seeking other employment
- Employment 1 (Current/Recent) | Please state when you would be available to take up new employment if offered
  - Immediately
  - 2 weeks
  - 1 month
  - 2 month
  - Other

- Employment 2 | Employer
- Employment 2 | Job title
- Employment 2 | Date started
- Employment 2 | Date ended
- Employment 2 | Description of responsibilities
- Employment 2 | Reason for seeking other employment
- Employment 2 | Salary on leaving

Followed by the option to add two further employers.

### **Education**

Please begin with your most recent education.

Please note: There is a further section for vocational skills, qualifications and training.

- Education 1 | Name of school/college/university
- Education 1 | Name of degree/diploma
- Education 1 | Dates of attendance
- Education 1 | Subjects and results
  
- Education 2 | Name of school/college/university
- Education 2 | Name of degree/diploma
- Education 2 | Dates of attendance
- Education 2 | Subjects and results

Followed by the option to add two further education institutions.

### **Other vocation qualifications, skills or training**

- Qualification 1 | Details of the qualification/course/training
- Qualification 1 | Title of course / training provider
- Qualification 1 | Dates of attendance

Followed by the option to add two further qualifications, skills or training.

### **Suitability**

Please use the job description to complete this section.

Study the job description to describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Please give your reasons for applying for this post and say why you believe you are suitable for the position. (500-700 words)

## **References**

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. Referees will be contacted if an offer of employment is made.

- I consent to Arise making direct contact with the people specified as my referees if an offer of employment is made.
  - Yes
  - No
  
- Referee 1 | Full name
- Referee 1 | Organisation
- Referee 1 | Job title
- Referee 1 | Email
- Referee 1 | Telephone number
  
- Referee 2 | Full name
- Referee 2 | Organisation
- Referee 2 | Job title
- Referee 2 | Email
- Referee 2 | Telephone number

## **Declaration**

I confirm that the information I have given in this application form is true and correct to the best of my knowledge.

- Yes
- No

I consent to the organisation processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

- Yes
- No