



## **Job Description: Director of Programmes**

**Job title:** Director of Programmes

**Job Location:** Croydon (3 days per week in the office)

**Type of Contract:** Permanent full time

**Responsible to:** CEO

**Direct reports:** 5

**Salary:** £60,000 to £70,000 per annum (dependent on experience)

***This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.***

### **About Us**

As a registered charity we are a specialist provider for victims of sexual violence across twelve South London Boroughs. Our services and programmes are available in person at our female only Croydon centre or through six additional satellite locations, as well as remote sessions across 12 South London Boroughs.

Our programmes comprise of: Counselling. Group therapy. Play therapy. Self Esteem Workshops, Training and Consultancy for professionals on the impacts of sexual violence. Prevention and education workshops with young people. Advocacy support & information for survivors going through the Criminal Justice System. Outreach for survivors for who face additional marginalisation or additional barriers to accessing support, and ISVA Services.

In 2021, we became a partner for the delivery of the Rape Crisis England & Wales 24/7 Rape and Sexual Abuse Support Line, alongside Lincolnshire Rape Crisis & Sexual Abuse Services and ARCH Teesside. We are a member of Rape Crisis England & Wales.

Our services are in response to the needs of survivors and the disproportionate nature of sexual violence committed by men against women and girls. We believe sexual violence to be both a cause and a consequence of gender inequality and are committed to a feminist, empowering model of working.

### **Job Purpose**

2025 marks 40 years of the charity supporting women and girls that have suffered rape and sexual abuse. 2025 will also see the charity launch a new brand and name change from Rape and Sexual Abuse Support Centre (RASASC) to South London Rape Crisis (RCSL).

The Director of Programmes will play a crucial role in creating and implementing our ambitious next 40 years. The postholder will join a newly formed Senior Leadership Team, along with the CEO, Director of People, Director of Fundraising & Communications and Director of Finance. We are seeking a dynamic, leader to ensure the quality and compliant delivery of the charities current client facing services and programmes, as well as the delivery of the organisations' future growth.



The right candidate will ensure all programme delivery is developed and maintained through the prioritisation of safeguarding of all clients, partners, staff and volunteers in line with internal and external ethical frameworks such as the BACP and NHS guidelines.

The role requires strong leadership, resilience and creativity with the capacity to manage performance; develop and motivate staff teams; ensure contractual compliance; innovate and implement service delivery; develop and maintain productive strategic partnerships and to ensure quality and future growth of Rape Crisis South London's services and the organisation.

The right candidate will be visionary and strategic whilst creating and managing operational systems and processes. Above all, the successful candidate will be committed to our feminist cause in supporting women and girls who have suffered rape and sexual abuse.

## **Key Responsibilities**

### **Programme Delivery**

- Develop a comprehensive strategic plan: Ensure delivery against objectives and targets, as agreed with the Chief Executive, Senior Leadership team, putting in place evaluation and mitigations measures.
- In conjunction with other members of the Senior Leadership Team, agree annual income and expenditure budgets.
- Monitor financial performance, evaluating programmes while ensuring all resources are optimally used to meet funding KPIs.
- Lead the team to focus on cost-efficient initiatives that deliver the greatest impact for the charity.
- Lead and Drive Change: Oversee the development and successful delivery of all programmes, ensuring outcomes are met within budget and on time.
- Ensuring a trauma informed approach to all programmes

### **Partnerships**

- Collaborate Across Partners: To create a lasting impact for clients
- Champion Co-Production: Engage service users, ensuring their feedback shapes the programme from start to finish.
- Promote Digital Inclusion: Use your passion for digital equity to lead the way in tackling barriers to digital access for service users
- Produce reports against targets for internal and external stakeholders and support the Senior Leadership Team on other relevant reports and papers.

### **Impact & Risk**

- Ensure Effective Monitoring & Evaluation: Implement robust strategies to measure impact, integrating feedback to continually improve.
- Manage Risk & Finances: Oversee programme risks, budget, and expenditure, ensuring all financials are aligned with donor requirements.



- Drive Funding & Growth: Identify new funding opportunities to maximize the programme's reach and long-term impact.
- Ensuring regulated safeguarding for service users, staff, volunteers and funders is at the heart of all programmes.

### **Clinical**

- Support a small clinical workforce to ensure compliance with BACP accredited services.
- Review the organisations provision for clinical supervision
- Support and resolve clinical issues arising

### **Person Specification**

The person specification sets out the essential experience and abilities needed by the successful candidate for this post.

### **Knowledge, Skills and Experience**

#### **Essential**

- Senior Leadership Management programme experience in a nonprofit, educational, or public service environment (typically 6-8 years)
- Leading and managing large six figure contracts
- Working with regulatory frameworks
- Delivery of health and/or education Programmes
- Services for marginalised populations
- Management of critical safeguarding systems and procedures
- Programme management expertise, including grant management and monitoring & evaluation (MEL) frameworks.
- Strong stakeholder management skills, with a history of working across multiple organisations.
- Proven leadership experience with cross-functional teams or multi-organisational partnerships.
- Analytical skills with the ability to utilise and analyse data
- Proven ability to think ahead, set clear direction and formulate realistic strategic objectives.
- Managing and successfully delivering organisational/service change and development
- Managing a multi-disciplinary management team and services

#### **Desirable**

- Understanding of Violence Against Women & Girls Sector
- Qualified to degree level (significant relevant experience of the sector equivalent to a degree.)
- Understanding of services based on counselling and therapeutic approaches
- Understanding of health and/or education programs



### **Personal Attributes and Qualities**

- Analytical skills with the ability to utilise and analyse data
- Able to work autonomously to take forward and shape areas of work of key strategic significance.
- A role model to the wider staff and volunteer team, reflecting professional, value-based leadership.
- Ability to mentor and guide other members of the programmes and services teams.
- Excellent organisational, interpersonal and communication skills; both written and verbal
- Demonstrates gravitas and credibility to represent the organisation and build confidence internally and externally.
- Brings energy, enthusiasm and drive which inspires others to achieve Rape Crisis South London's vision, mission and strategic objectives.
- Able to work flexibly, including occasional evenings and weekends.
- Team player – Building a strong positive culture by working in a small team and engaging with all departments of the charity.
- Good diplomatic skills & cross-cultural sensitivity
- Excellent levels of discretion and judgement and experience of dealing with sensitive information

### **Benefits**

- Annual leave entitlement is 27 days a year plus 8 bank holidays (pro rata)
- Each year we gift our staff paid time off between Christmas Eve and New Year (with staff returning on the first working day in January)
- NEST pension scheme; 3% employer contribution and 5% employee contribution
- Benefits package including life assurance, healthcare plan, Employee Assistance Programme, and cycle to work scheme.
- There will be a 6-month probation period for this role

### **Variation Clause**

Rape Crisis South London reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Board.