



Associate Director of Programmes

About the Royal Foundation

The Royal Foundation is the family Foundation of The Prince and Princess of Wales. Their Royal Highnesses are committed to using their platform to unite and positively impact the lives of people in the UK and around the world. Through the Foundation, The Prince and Princess identify and tackle society's greatest challenges, with a particular focus on a healthy society and healthy planet.

Our work is built on world-class research, long-term partnerships, and measurable, scalable impact. We build collaborative initiatives where leaders from all parts of society can come together to identify emerging challenges, agree joint action, and make a real difference on key societal challenges.

The role

We are seeking an exceptional Associate Director of Programmes to join the Foundation. Reporting to the Executive Director of Programmes, and working closely with Royal Foundation and Kensington Palace teams, you will play a key role in designing and implementing our exciting ambition for future programmes, driving action and impact for a fairer and more inclusive society and healthier planet.

You will combine strategic and creative leadership, with a rigorous, collaborative and "hands on" approach, to discovering, discerning and incubating new programme ideas from concept to launch. This will involve working with multiple internal and external stakeholders including executive directors, trustees, influential leaders, subject matter experts, local and national government, businesses, and voluntary and community sectors.

The role requires cross-sector experience, broad subject-matter expertise, and an ability to make sense of a complex, evolving environment. You will support the development of horizon scanning with the Research and Impact team to inform strategic decision-making and prioritisation. You will provide strong critical judgement when working alongside internal and senior stakeholders, and be a trusted, credible voice when engaging externally.

You will provide expert oversight of the Foundation's pipeline of research, projects and activities, ensuring our programme of work is evidence-informed and capable of impact evaluation. You will be adept at working with a range of perspectives to develop high impact programmes and products, and skilled in leading and working alongside cross-functional teams to deliver to the highest quality.

You will bring energy, creativity and focus to ensure our future programme work is innovative, effective and aligned to our purpose and mission.

JOB DESCRIPTION

Job Title:	Associate Director of Programmes
Reports to:	Melanie Waters – Executive Director, Programmes
Department:	Programmes
Location:	London office / working from home (60/40)
Contract type:	FTC 18 months
Hours:	37.5 hours per week, Monday to Friday

Job Purpose:

Reporting to the Executive Director – Programmes, and working closely with Royal Foundation and Kensington Palace teams, this is a key role – creating the strategy for designing and implementing our ambitious programme of future work to drive impact at the Foundation

Role description and core responsibilities:

- Lead on the design of new ideas from concept to incubation and then to launch, taking on board varied ideas and perspectives, and adapting and evolving the scope of work to ensure Foundation long term goal alignment and impact.
- Work closely with the Executive Director, Foundation team and key stakeholders to develop, implement and evolve a forward-thinking strategy for creating and managing future orientated programmes.
- Identify emerging trends, opportunities, and challenges to inform programme development.
- Lead the creation of programme frameworks that incorporate best practices in impact measurement and evaluation.
- Provide subject matter expertise and sound counsel to internal and senior stakeholders, to support strategic decision-making and prioritisation, and maintain the integrity of our work.
- Oversee the design, planning, and execution of programmes, ensuring they are effective and sustainable.
- Introduce innovative approaches and methodologies to enhance programme effectiveness and impact
- Lead the dissemination of best practices across the Foundation to improve programme delivery and outcomes.
- Build and maintain strong external networks acting as a trusted, credible voice and engaging effectively at senior level.
- Work closely with the Foundation’s Director of Research and Impact to measure and communicate the Centre’s Impact, and to support Board reporting, donor stewardship and external communications.
- Work closely with the Foundation’s Director of Partnerships to cultivate and maintain strategic partners and funding relationships and support donor stewardship.
- Provide expertise and oversight to roles that have a programme and project management element including relevant training, setting up of working groups, etc. if required

Relevant knowledge, experience and personal qualities

- Track record in leading the conceptualisation, design and execution of innovative programmes that anticipate and address future needs.
- Knowledge and experience of commissioning and using a range of research methodologies to create a case for change, inform programme design, and evidence impact.
- Experience of developing and/or working with impact frameworks and of implementing impact evaluation strategies.
- Broad working knowledge of key policy and sector issues, and confident in staying abreast of the national and international landscape to feed into horizon scanning and strategy.
- Experience of working at a senior level across the system, with ability to engage new and existing stakeholders to shape and support our work.

- Strong leadership skills, with the ability to build high performing networks, encourage personal growth in teams and inspire and empower colleagues to drive action.
- Comfortable working at all levels, from strategic leadership to hands-on delivery.
- Ability to adjust communication style for a range of audiences and quick to build relationships of trust with key stakeholders.
- Ability to rapidly assimilate evidence, insights and intelligence to clearly communicate opportunities and risks to internal and external stakeholders.
- Skilled in making sense of a complex evidence and policy landscape for a range of audiences.
- Strong time management and organisational skills. Able to work independently, prioritise own tasks and time, manage a varied workload and work under pressure.
- Strong critical thinking and judgement and able to apply this to strategic and tactical issues.

- Flexible, hands-on and pragmatic approach, and comfortable working within a context of uncertainty, challenge and change.
- Combines a collaborative approach with accountability and an ability to drive action and decision-making.
- Passionate about creating a healthier, happier society with the ability to work within the non-political constraints of The Royal Foundation.
- Adaptable and has a flexible approach to plans, able to respond confidently and positively to changing scenarios, seize opportunities and solve problems.
- Understands the importance of discretion and confidentiality and the need for a mature and professional approach.

The Royal Foundation is a high-profile organisation, and the successful candidate will appreciate the importance of discretion and confidentiality and have a mature and professional approach.

This post is subject to receipt of satisfactory references and right to work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and/or commitments.

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Signed: _____

Date: _____

