



## **Associate Director of Programme and Impact, The Royal Foundation Centre for Early Childhood**

### **About the Royal Foundation and the Centre for Early Childhood**

The Royal Foundation mobilises leaders, businesses, and people so that together we can address society's greatest challenges. Led by The Prince and Princess of Wales, 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 Centre for Early Childhood, which was launched by Her Royal Highness the Princess of Wales in June 2021, drives awareness of and action on the extraordinary impact of early childhood – changing what we think and do from pregnancy to five to transform society for generations to come. We are a small team with big ambitions – delivering research, insights and creative campaigns to deepen understanding and make the case for change, while convening, collaborating and designing initiatives to create tangible, long-term impact.

### **The role**

We are seeking an exceptional Associate Director of Programme and Impact to join the Centre for Early Childhood senior leadership team. Reporting to the Centre's Executive Director, and working closely with Royal Foundation and Kensington Palace teams, you will play a key role in designing and implementing our ambitious programme of work to drive action on the extraordinary impact of early childhood.

You will combine optimistic and creative leadership, with a rigorous, collaborative and hands-on approach, to support the delivery of existing programmes and the design of new ideas from concept to launch. This will involve working with stakeholders from right across the system around children and the adults in their lives, including health, education, business, and voluntary and community sectors.

The role requires cross-sector experience, broad subject-matter expertise, and an ability to make sense of a complex evidence and policy landscape for a range of audiences – to support strategic decision-making and prioritisation, as well as to ensure the quality of our day-to-day work. You will provide sound counsel to internal and senior stakeholders, and be a trusted, credible voice when engaging externally.

You will provide expert oversight of the Centre's research plans and activities, ensuring our programme of work is evidence-informed and that we can evaluate our impact. You will be adept at taking a brief and working with a range of perspectives to develop high impact programmes and products, and skilled in leading cross-functional teams to deliver to the highest quality. From supporting the design and delivery of creative campaigns and engaging events, to developing impactful partnerships and initiatives, you will bring energy, creativity and grip to ensure the success and impact of our work.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Associate Director of Programme and Impact</b>
<b>Reports to:</b>	<b>Christian Guy – Executive Director</b>
<b>Department:</b>	<b>Centre for Early Childhood</b>
<b>Location:</b>	<b>London office / working from home (60/40)</b>
<b>Contract type:</b>	<b>Permanent</b>
<b>Hours:</b>	<b>37.5 hours per week, Monday to Friday</b>

### **Job Purpose:**

Reporting to the Centre's Executive Director, and working closely with Royal Foundation and Kensington Palace teams, this is a key leadership role for Centre - designing and implementing our ambitious programme of work to drive action on the extraordinary impact of early childhood.

### **Role description and core responsibilities:**

- Together with the Executive Director and the Centre senior leadership team, provide strong and optimistic leadership to inspire a sense of shared purpose and develop a high performing team.
- Work closely with the Executive Director, Centre team and key stakeholders to design and evolve the overarching Centre strategy, supporting strategic decision-making and planning processes.
- Bring together and lead cross-functional teams to deliver projects, initiatives and events to the highest quality, working at pace when required and securing alignment across varied stakeholder groups.
- Lead on the design of new ideas from concept to launch, taking on board varied ideas and perspectives, and adapting and evolving the scope of work to ensure alignment and impact.
- Stay abreast of the external, sector and policy landscape across the UK – and with an eye on the international – to support horizon scanning and inform the design and delivery of our work.
- 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.
- Provide oversight of the Centre's research plans and activities to ensure our programme builds on the latest insights and evidence, and that we're able to demonstrate the impact of our work.
- Build and maintain strong external networks across the health, education, policy and voluntary and community sectors, acting as a trusted, credible voice and engaging effectively at senior level.
- Steward the Centre's Expert Advisory Group, maintaining and making the most of their engagement to inform and maximise the impact of our programme of work.
- Conduct rapid stakeholder engagement and/or desk research as and when required, to develop briefings and to develop clear and robust recommendations.
- 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 partner and funding relationships and support donor stewardship.

## Relevant knowledge, experience and personal qualities

- Passionate about creating a healthier, happier society by transforming experiences of early childhood, with the ability to work within the non-political constraints of The Royal Foundation.
- Strong leadership skills, with the ability to build high performing teams and inspire and empower colleagues to drive action.
- Comfortable working at all levels, from strategic leadership to hands-on delivery.
- Broad subject-matter expertise and strong cross-sector experience in relation to early child development and the people, services and systems that support this.
- Bring established relationships and network at a senior level across the system, with ability to engage new and existing stakeholders to shape and support our work.
- Strong 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.
- 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.
- Flexible, hands-on and pragmatic approach, and comfortable working within a context of uncertainty, challenge and change.
- 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.
- Strong time management and organisational skills. Able to work independently, prioritise own tasks and time, manage a varied workload and work under pressure.
- Combines a collaborative approach with accountability and an ability to drive action and decision-making.
- 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 two 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: \_\_\_\_\_