

Job Description

Director of Delivery

About the role

Hope for the Future is a UK-based charity which works to support constituents to secure greater and more ambitious action from national and local government - across all levels - by having effective conversations with their elected representatives.

Hope for the Future is seeking a knowledgeable and passionate individual to lead and empower our dedicated Policy and Engagement team, driving impactful action on the climate and nature crises through democratic engagement. Your mission: amplify the voices of those often overlooked and make a real difference in the battle for a better climate and environment.

As a key member of the senior leadership team, reporting directly to the CEO, you will play a crucial role in shaping a high-performance culture. Your positive management approaches will propel the charity forward, supporting us to secure sustainable funding and engaging an ever-widening audience. Your blend of inspirational leadership and proven track record in successful project management will revolutionise how we connect with the public, urging them to take action with elected representatives on critical climate and environmental issues.

With your guidance, we'll evolve as an organisation—cultivating a culture of learning, innovation, and continuous improvement. Your visionary approach will strengthen democratic engagement, fostering inclusive action on the climate and nature crises to drive tangible change.

Terms and conditions

Hours: Full-time (35 hpw) with the option for flexible working as outlined in HFTF's [Flexible Working Policy](#). The role may require some evening and weekend work. We are currently piloting a Shorter Working Week at 28 hours, with no loss of pay. The successful candidate would be required to sign an Opt in Agreement if they wish to take part in the pilot.

Pay: £41,976.00 per annum, with annual increments after each year of continuous employment in the role, plus £3k London Weighting for staff who live in the qualifying postcode areas.

Accountable to: The CEO

Benefits: 30 days annual leave plus statutory bank holidays, employers' Pension Contribution, Bike to Work Scheme, Season Ticket Loan Scheme, Well-being support.

Location: Either our Sheffield office (Head Office) or remote anywhere in the UK. National travel as required. See our [HFTF home-working/hybrid-working policy](#).

Contract type: Permanent

Role and responsibilities

Working closely with the CEO and senior leadership team you will be expected to oversee the day-to-day public facing delivery operations of the organisation meeting targets (set annually with the Board of Trustees) and collaboratively establishing goals, objectives, and operational plans with stakeholders.

You will have specific responsibility for:

1. Delivery activity:

- a. Growing HFTF's impact, and working with staff to ensure delivery targets are met and HFTF's workstreams are delivered within agreed budgets;
- b. Leading and overseeing the delivery of HFTF's delivery projects and programmes and ensuring they are communicated, embedded, reported on and completed.
- c. Responsible for delivering on the paid partnership income generation programme; a programme set in collaboration with the Director of Income Generation (set annually with the Chair of the Board of Trustees).
- d. Effective line management of the Policy & Engagement Officers, leading, supporting, managing and motivating staff, in order to coordinate and deliver the activities outlined in the strategic plan.
- e. Supporting the Policy and Engagement team with direct constituent work as required (delivery of training, caseload support, events etc.) and provide support to other team members with income generation activities where required.
- f. Ensuring the delivery of processes such as objective setting, staff appraisals, personal development planning and performance management to ensure goals, and operational plans are achieved
- g. Take a lead on oversight of the CRM system, though ongoing use and maintenance is a shared responsibility across SLT.
- h. Develop and oversee monitoring and evaluation and impact measurement for fundraising bids and reports to funders.

- i. Act as the lead contact for Hope for the Future's network of partner organisations, other campaigns and NGOs . Grow, develop and broaden HFTF's paid partnership offering, income and reporting. Seek partners who are willing to pay for our services, and manage and coordinate ongoing paid partnerships.
- j. Identify and develop opportunities for growing the organisation's reach and impact. Ensuring that we are engaging new constituents and that we are working towards reaching and representing all sectors of society.
- k. Ensure work is strategically coordinated to maximise efficiency and impact, linking and contributing to Hope for the Future's central strategies and wider work as required, this includes our Councils, Faith and Outreach work.
- l. Ensure effective financial management of relevant budgets.
- m. Continued development of HFTF's training and approach
- n. Supporting the Fundraising function in producing case studies and information on the impact of our work for inclusion in funding bids.

2. External representation

- a. Networking to seek new partners and clients for the purpose of acquiring new training requests and potential collaborative work (paid partnerships)
- b. Represent the organisation and serve as spokesperson publicly at events, conferences, and partnership meetings and in external communications
- c. Continually championing the values, mission and vision of Hope for the Future to strengthen democratic engagement and drive inclusive action on the climate and nature crises.

3. Senior Leadership Responsibilities

- a. As a member of the Senior Leadership Team, support the oversight of governance by collaborating closely with the Board of Trustees.
- b. Write and present strategic options, gain approvals, and ensure compliance with all appropriate Charity Commission, legal and regulatory requirements.
- c. Actively communicate with the Board, and contribute to the charity's mission through fostering inclusivity and collaboration in alignment with HFTF's values.

4. General

- a. Regularly travel around the country to workshops and meetings and to the head office in Sheffield.
- b. Maintain an awareness of advances in the climate and nature movement and national/ local politics.
- c. Maintain a strong working knowledge of climate change developments in Parliament, including changes to policy and specific MP involvement in such developments.

- d. Contribute to our mission to "Drive inclusive action on the climate and nature crises" through delivery and communications activities in partnership with front-line organisations, that lead to well-planned, effective outreach and engagement of marginalised communities.
- e. Ensure [the values of HFTF](#) are upheld across the organisation including fostering a culture that encourages collaborative working and recognises positive contributions, including active involvement in our workstreams which are working towards reaching and representing all sectors of society.
- f. Undertake any other duties commensurate to the grade and expectations of the role or reasonably requested by the trustees.

HFTF operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone and celebrate age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief. For more details on our policies including data protection and how we store and use your data, please visit the policies page of our website.

Person Specification

Qualifications/CPD	
Essential	
Educated to a degree level in a related field, and/or proven experience (at least 2-3 years) in a management position preferably in a small-mid sized organisation or non-profit	Application
Desirable	
Training or professional development in climate change/ lobbying/ politics/ communications/ innovating/ engaging/training and development	Application
Skills	
Essential	
Excellent organisational and prioritisation skills	Interview
Excellent communication skills, including good public speaking skills, and a persuasive and passionate communicator with strong interpersonal skills.	Interview
A high level of autonomy and self-motivation, with an ability to think independently and solve problems proactively	Interview

Excellent interpersonal, influencing and negotiating skills across a range of professional and community settings	Interview
Strong IT skills, understanding of digital communications, analysis of data and creating reports.	Application
Strong interpersonal and multidisciplinary project, programme and resource management skills with the ability to ensure delivery targets are achieved.	Application/ Interview
Ability to seamlessly operate at a strategic and tactical level, leading by example and rolling up sleeves when necessary	Application/ Interview
Desirable	
Experience of delivering training and events and working with a wide range of people in group settings/presenting/public speaking.	Application/ Interview
Skilled in writing impact/outcome reports for funders	Application/ Interview
Up-to-date knowledge of working with G Drive and G Suite (Google Sheets, Docs. etc)	Application
Experience of working with a range of software (HR, Finance, Canva, Slack, CRM), updating websites, creating social media posts, maintaining contact records and stewardship plans	Application
Knowledge & Experience	
Essential	
Minimum 2 - 3 years in a management, leadership or operational delivery role within a not-for-profit, NGO, social enterprise, charity or similar organisation.	Application
Experience and success in leading, supporting, motivating and managing and coordinating a team including objective setting, performance management of individuals and teams to work towards delivering an organisation's strategic goals	Application/ Interview
Oversight of the delivery of programmes and projects, implementation of CRM systems and system development	Application
Specific experience in the commercial delivery of operations, building and maintaining effective partnerships and networks with external organisations.	Application/ Interview
A strong working knowledge of the UK political system and with national and local political structures and processes	Application/ Interview
Experience of working with elected representatives	Application/ Interview

Experience of delivering, monitoring and evaluating effective community engagement campaigns / outreach work	Application/ Interview
Experience of identifying and delivering paid-for service opportunities. client work and managing relationships with paying partners	Application/ Interview
Experience of producing outward facing resources, as well as designing and facilitating workshops, trainings and meetings and/or other forms of public speaking, both online and in-person	Application/ Interview
An understanding of monitoring and evaluation and impact measurement	Application/ Interview
Desirable	
Leadership of activities that support movement on climate change and nature loss/ degradation.	Application
Experience of the financial management of a charity or non-profit organisation and working with budgets to optimise the utilisation of resources	Application/ Interview
Experience of change management	Application
Understanding of organisational policies and processes such as Equality, Diversity and Inclusion (EDI) in recruitment and in our support of our staff, our constituents and our outreach work.	Application
Understanding of HR processes including recruitment, onboarding and induction, performance and absence management, understanding of reasonable adjustments and support for neurodiverse and/or disabled staff	Application/ Interview
Understanding of national climate change and nature policy	Application/ Interview
Experience of working with seldom-heard communities	Application. Interview
Previous experience of working in the climate change and/or nature sector.	Application
Experience of working with a Board of Trustees	Application
Values/ behaviours	
Values equality and operates in an inclusive way supporting diversity	Interview
Values team working and seeks to work collaboratively	Interview
Champions a culture that promotes equality and values diversity, particularly in communication	Application/ Interview

A commitment to the aims of Hope for the Future in tackling climate change and nature loss/ degradation and a strong interest in the role of democratic engagement in addressing the issue	Interview
--	-----------