

Director of Programme Impact

Recruitment Pack



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Lusiana lives in a community vulnerable to climate change in Fiji. The disaster preparedness and response planning in her village has been inclusive.



We're an
Age-friendly
Employer

www.cbmuk.org.uk 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Working with a supportive, flexible employer

Thank you for your interest in joining the CBM UK team.

At CBM UK, you would be joining a very supportive and collaborative community, working with a team who are incredibly friendly and passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offer flexitime and up to 50% working from home. Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none according to the greatest need.

We are part of the UK Government Disability Confident Scheme as a Disability Confident Employer. We are working towards moving to the highest Disability Confident Scheme level of Disability Confident Leader.

Disability Confident organisations play a leading role in changing attitudes for the better. They're changing behaviour and cultures in their own businesses, networks and communities, and reaping the benefits of inclusive recruitment practices.

Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 40 UK staff, we're part of a Global Federation known as CBM Global. This is a truly exciting time to join us as we form our ambitious new strategy, fighting to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those others leave behind.

We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone's unique contribution.

We Live with Integrity

We live responsibly and with honesty.



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About the role

We are seeking a new Director of Programme Impact who will be responsible for the strategic direction and development of our programme activities to ensure ever-greater reach, focus, effectiveness and impact in our partner-led work. As a member of CBM UK's Leadership Team (LT), the Director of Programme Impact (DPI) will contribute to the overall strategic direction of the organisation as well as managing and motivating our committed Programmes Team, contributing to the programmatic development of the CBM Global federation alongside our country teams, as well as ensuring CBM UK plays a key role in the UK international disability and development sector. This role will be instrumental in exploring the changing role of the UK INGO as part of the localisation agenda, and in working with the CEO and Director of Fundraising, Impact and Communications on developing new business models that respond to the changing role of INGOs.

Place of work	Munro House, Mercers Row, Cambridge, CB5 8HY with up to 50% working from home option.
Starting salary	£70,290 to £74,600 depending on experience (this will be pro-rata if any part-time hours were agreed).
Contract type	37.5 hours per week full time.
Reports to	CEO
Team & Direct reports	Leading a team of around 12 committed and experienced programmes staff, this position line manages: <ul style="list-style-type: none">• Head of Programmes• Head of Programme Funding• BasicNeeds Mental Health Coordinator In addition, the DPI works closely with the Head of Programme Finance, and with the members of the LT.

Key Responsibilities

Programmes Leadership & Management (70%)

1. Lead the strategic development and oversight of CBM UK's international programme portfolio, ensuring the organisation delivers its programme strategy with maximum impact and effectiveness in alignment with CBM Global's strategy and values.
2. Identify and implement innovation in business models to diversify CBM UK's funding base, including exploring impact investing, results-based financing, and other sustainable funding approaches to enhance programme delivery and reduce dependency on the charitable model, (in conjunction with the CEO and Director of Fundraising, Impact and Communications).
3. Lead and oversee the development of strategic partnerships and alternative programming approaches. This will include:
 - a) developing and maintaining high-level strategic relationships with existing and prospective institutional donors, strategic partners and consortia, ensuring CBM UK is well-positioned for multi-country and large-scale funding opportunities.

- b) collaborations with social enterprises, philanthropic foundations, and corporate impact initiatives to strengthen existing partnerships and explore new approaches that further the vision of a more inclusive world.
- 4. Influence and support the implementation of CBM Global's programme strategy, working with the CBM Global International Programmes Director and Country teams to drive quality and effectiveness.
- 5. Lead the Programmes team, translating strategic priorities into actionable plans while providing support and oversight to direct reports to ensure excellence in programme funding, development and delivery.
- 6. Together with the Board and LT, actively manage programme risks based on CBMUK's overall risk management framework.
- 7. Demonstrate leadership in maintaining an environment free from harm for project participants and CBM and partner staff by overseeing the management of safeguarding concerns arising in CBM UK supported projects, including reporting to the Board and Charity Commission where appropriate.
- 8. Support Head of Programmes to:
 - a) Drive programmatic quality within CBM UK projects and across CBM Global, and to contribute to best practice in the UK disability and development sector.
 - b) Identify and improve policies and procedures that ensure excellent and proportional programmatic oversight and support complex institutional funding management.
 - c) Support Programme staff to work with country teams to pursue a localised approach to programming, drawing on the CBM Global localisation roadmap.
- 9. Support the Head of Programme Funding to secure institutional funding for CBM UK's programmes, including by strengthening intelligence on institutional donor trends and research into potential funder priorities, developing immediate responses to new opportunities as they arise in line with CBM UK's mission.
- 10. Work closely with CBM UK finance, fundraising, communication teams and other CBM Global Members in creating and responding to opportunities for funding, driving growth, and promoting effective use of CBM UK's voluntary income to leverage match funding.
- 11. Liaise closely with CBM UK colleagues to ensure coordination and effective integration of programme activities, including identifying potential opportunities for fundraising, advocacy and learning purposes.
- 12. Co-manage with the Director of Fundraising, Impact and Communications CBM UK's response and input into CBM Global's emergency response to humanitarian crisis.
- 13. Be responsible for producing and initiating regular reports, briefing papers and other relevant programmes information for the CEO and Board Programme Committee as appropriate.

Organisational leadership (20%)

- 1. Contribute to the overall leadership and strategic direction of CBM UK through the Leadership team, and in collaboration with the CEO, including contributing to Board meetings.
- 2. As part of the Leadership Team, take shared leadership responsibility for the wider CBM UK team of staff and volunteers and support effective working across the organisation, taking on cross-functional responsibilities where appropriate.

3. Encourage and promote a culture of ambition, learning and excellence across the CBM UK team.
4. Lead on supporting the Board Programme Committee, working closely with the committee Chair to ensure members are provided with the information necessary to permit strategic oversight and risk management.

Representation and advocacy (10%)

1. Represent the organisation at the highest levels, including deputising for the CEO at times. Speak on behalf of CBM UK to a range of external audiences, including institutional and statutory donors and strategic partners, media, policy and decision makers and other international and national non-government organisations.
2. Participate in and maintain good relationships with UK-based and international NGO and disability sector networks to advocate for the adoption of inclusive development policies and practices, champion innovative programmatic approaches and promote our advisory work.
3. Support the work of the Director of Advocacy and Influencing in representing CBM UK in advocacy contexts, and the Evidence and Advocacy manager in promoting a culture of learning and improvement.

Other

Any other duties as required by the CEO.

Person specification

Experience & Knowledge	
Significant experience of designing, developing and implementing international development programmes	Essential
Monitoring and evaluation of international development projects	Essential
Significant experience in strategic leadership, including long term planning, and strategic thinking	Essential
Good knowledge of development theory and practice	Essential
Securing statutory and institutional funding by developing good relations with strategic partners	Essential
Significant people management skills, including leading a team and managing and motivating staff to achieve challenging goals	Essential
Experience of representation at senior levels, including influencing decision makers	Essential
Experience of and/or strong understanding of disability inclusive approaches	Desirable
Significant experience of alternative financing and programming models and approaches	Desirable
Skills, Competencies & Personal Qualities	
An inspiring leader. Proven ability to empower and motivate others and to build effective and diverse teams that deliver excellent work	Essential
Strategic thinker with clear analytical skills and the ability to balance long-term and short-term priorities	Essential
An effective people manager committed to building strong relationships and working collaboratively	Essential
Excellent organisational skills and ability to manage multiple priorities effectively and work under pressure	Essential
Excellent interpersonal and social skills, ability to work as part of team and deal confidently with colleagues across the organisation	Essential
Sensitivity to working within a Christian framework and its various expressions across cultures	Essential
A commitment to CBM UK's values and a working and leadership style that reflects these	Essential
Creative, innovative thinker with the ability to develop new ideas and translate into action and results	Essential
Excellent communication skills	Essential
Ability and willingness to undertake overseas travel of up to 8 weeks a year, and attend meetings and events at short notice	Essential
High level of competency in Word, Excel, PowerPoint	Desirable
Qualifications, Training & Education	
Educated to degree level or equivalent	Essential
Master's degree in International Development or other relevant subject	Desirable

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake fully paid study and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 7%.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app).
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service
- Bike to work scheme

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBM UK is an equal opportunities organisation, a disability-confident employer, part of the Age Friendly Employer Pledge and committed to achieving the highest standards of diversity, fairness and equality. Should you require any additional support or reasonable adjustments please [email us](#).

Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our [website](#). We are happy to answer any questions you may have. Please [email](#) our Recruitment Team or call us on 01223 484700.

Application forms can be [downloaded from our website](#). Please email your completed form and Curriculum Vitae to recruitment@cbmuk.org.uk

Closing date for the receipt of applications is 17th March 2025, midday. With initial interviews being held Thursday 20th March 2025.

We look forward to receiving your application.

