

# 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.



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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 in a well equipped and fully accessible modern building 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 launch 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.



# Who We Are Looking For

We are seeking an inspiring and strategic leader who is passionate about delivering lasting impact for people with disabilities and other marginalised communities. As our new Director of Programme Impact, you will shape the strategic direction and development of our programme portfolio, ensuring our partner-led work continues to grow in reach, quality, effectiveness, and impact.

You will bring strong programme leadership, people management expertise, and a commitment to partnership-based approaches that support locally led development. As a member of CBM UK's Leadership Team (LT), you will contribute to the overall strategic direction of the organisation while leading and motivating a committed Programmes Team. You will play a key role in strengthening CBM UK's contribution to the CBM Global federation, working closely with country teams, technical specialists, and partners to maximise our collective impact.

An experienced leader, you will provide strategic oversight across a diverse portfolio of programmes, partnerships, and funding opportunities. Overseeing an annual budget of around £4million, you will have a strong track record of delivering impactful programme strategies, building and developing high-performing teams, and fostering a culture of collaboration, accountability, inclusion, and continuous learning. This role offers an exciting opportunity for an established senior leader who is ready to take the next step into their first Director-level position, as well as those with existing director-level experience.

Forward-thinking and adaptable, you will be excited by the opportunities and challenges facing the international development sector. You will play an instrumental role in exploring the changing role of UK INGOs within the localisation agenda and will work closely with the CEO and Leadership Team to develop new approaches and business models that respond to an evolving global context. You will also bring experience of securing and growing institutional and strategic funding opportunities, alongside the ability to communicate complex ideas clearly and compellingly to a wide range of audiences.

Above all, you will share our commitment to inclusion, equity, and disability rights and be motivated by the opportunity to help create a world in which all people can enjoy their rights and fulfil their potential. You will be inspired by the chance to shape both organisational strategy and sector-wide conversations, ensuring that people with disabilities remain at the heart of international development and humanitarian action.

# The Role

<b>Place of work</b>	Munro House, Mercers Row, Cambridge, CB5 8HY - with up to 50% working from home option.
<b>Starting salary</b>	£73,850 to £76,840 depending on experience (this will be pro-rata if any part-time hours were agreed).
<b>Contract type</b>	37.5 hours per week full time
<b>Reports to</b>	CEO
<b>Team &amp; Direct Reports</b>	Leading an experienced programmes team of which consists of a Head of Programme Funding, Programme Managers and Senior Officers. 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 and financial 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. Support and line manage the team to translate strategic priorities into actionable plans to ensure excellence in programme funding, development and delivery.
2. Drive quality and effectiveness within CBM UK projects and across CBM Global by
  - a) ensuring effective coordination of tasks, forward planning of key activities and events, and providing space for collaboration, problem-solving, escalation and innovation across the portfolio.
  - b) identifying and improving policies and procedures that ensure proportional programmatic oversight and support complex institutional funding management.
  - c) supporting Programmes staff to work with country teams to pursue a localised approach to programming, drawing on the CBM Global localisation roadmap.
3. Work with Programme Funding colleagues to lead and oversee the development of strategic partnerships and packaging of programme approaches that secure institutional funding for CBM UK's programmes, including by strengthening intelligence on donor trends and funder priorities, developing immediate responses to new opportunities as they arise in line with CBM UK's mission.
4. 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.
5. Together with the Board and LT, actively manage programme risks based on CBMUK's overall risk management framework.
6. Demonstrate leadership in maintaining an environment free from harm for project participants, CBM UK 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.
7. Promote within the Programmes Department a culture of learning, reflection and continuous improvement which only results in an improved programmatic approach but also informs and supports our advocacy, advisory, and evidence and learning work.

8. Liaise closely with CBM UK colleagues to ensure coordination and effective integration of programme activities into opportunities for fundraising, including contributing to the innovation in business models to diversify CBM UK's funding base, including exploring 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).

### **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, supporting effective collaboration and organisational cohesion, and taking on cross-functional responsibilities where appropriate.
3. Encourage and promote a culture of ambition, learning and excellence across the CBM UK team.
4. Be responsible for producing and initiating regular reports, briefing papers and other relevant programmes information for the CEO and Board Programmes Committee as appropriate.
5. Lead on supporting the Board Programmes Committee, working closely with the Committee Chair to ensure members are provided with the information necessary to permit strategic oversight and robust risk management.
6. Lead UK's engagement with CBM Global's programmatic leadership, in particular Directors of Programmes in other CBM Member Teams (Australia, Ireland, New Zealand, Switzerland), CBM Global Secretariat, and Technical Directors, working towards greater alignment, escalation of issues, and collaboration to advance CBM UK's approach to localisation.

### **Representation and advocacy (10%)**

1. Represent the organisation at the highest levels, including deputising for the CEO where required. Act as a key spokesperson for CBM UK with 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. Develop and maintain strong relationships with key geographic stakeholders, including diplomatic representatives, ensuring effective engagement and alignment with CBM UK's programme priorities.
2. In alignment with Advocacy and with Advisory colleagues, contribute to best practice in the UK disability and development sector by forging good relationships with UK-based and international NGO and disability sector networks to advocate for the adoption of inclusive development policies and practices, and champion innovative inclusive programmatic approaches.

# Person specification

<b>Experience &amp; Knowledge</b>	
Significant experience of all aspects of programme management	Essential
Significant experience in strategic leadership, including long term planning, and strategic thinking	Essential
Good knowledge of development theory and practice	Essential
Knowledge of and commitment to locally led approaches and innovative adaptations to traditional programming	Essential
Experience of building good relationships with strategic partners that secure statutory and institutional funding and influence decision making	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
<b>Skills, Competencies &amp; Personal Qualities</b>	
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 6 weeks a year, and attend meetings and events at short notice	Essential
High level of competency in Word, Excel, PowerPoint	Desirable
<b>Qualifications, Training &amp; Education</b>	
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
- Well-equipped modern offices, which are fully accessible
- 25 days' annual leave allowance in addition to UK public holidays - pro rated for part time hours per year
- 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 careers through relevant qualifications, including offering opportunities to undertake fully paid study and training
- Competitive salaries within the sector. We regularly review salaries to attract, 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
- Employee Assistance Programme (EAP)
- 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](mailto:recruitment@cbmuk.org.uk)

**Closing date for the receipt of applications is Friday 14<sup>th</sup> August, 9am. With initial interviews potentially being held week commencing 24<sup>th</sup> August 2026.**

**We look forward to receiving your application.**

