



Director of Programmes Candidate Information Pack

Closes Wednesday 17th July 2024, midnight BST

Global Dialogue is an international philanthropy support organisation partnering with funders to advance rights, equity and diversity. Independent in status and global in reach, we provide funder networks, collaboratives and their partners with practical support and technical expertise to create lasting change.

We seek a Director of Programmes who will bring a collaborative approach to our commitment to advance rights, equity and diversity, ready to make a significant impact in philanthropy support.

Introducing Global Dialogue

We currently host seven large networks and collaborations, serving more than one hundred independent funders, including Ariadne, the network of European funders for social change and human rights; the Funders Initiative for Civil Society (FICS); the International Education Funders Group (IEFG); Migration Exchange; and Philanthropy for Social Justice and Peace (PSJP). We've recently welcomed two new programmes to our portfolio: Hamrah, a two-year initiative to strengthen the resilience and increase the impact of a cohort of Afghan civil society organisations in exile who are working protect the rights of vulnerable groups, and especially women and girls, inside Afghanistan; and we serve as the backbone to the NRPF Partnership, a new initiative to boost the movement to end the No Recourse to Public Funds policy in the UK.

We're proud to have incubated several influential, award-winning charities, including Each Other (formerly RightsInfo), IMIX and The Five Foundation. Several new programmes are in development this year, including an emerging global initiative on community peacebuilding.

Global Dialogue has just completed year one of an ambitious three-year strategy which includes aspirations to be a trusted partner in philanthropy support, with an organisational approach that is consistent with our mission – endeavouring to practice rights, equity and diversity in our operations as well as pursuing it through our programmes. We want to be more visibly active in pursuing our mission, elevating the work of the programmes we host, and taking and making opportunities to promote rights, equity and diversity in philanthropy more broadly.

Overview

The Director of Programmes is a new role at Global Dialogue, who (together with the Director of Operations and the Executive Director) will become a member of the organisation's new leadership team. We seek a Director of Programmes who will bring a collaborative approach to our commitment to advance rights, equity and diversity, ready to make a significant impact in philanthropy support.

The Director of Programmes will hold responsibility for programmatic impact and reports directly to the Executive Director (ED), with regular formal and informal support from trustees. Over time, the Director of Programmes will take responsibility for the formal line management of most of our hosted programme leads; and will have the freedom to develop a programme of coordination and support for their great work.

Although our registered office is in London, all staff work remotely, wherever they are based. The core team are all in the UK, while hosted programme staff are spread across ten countries on three continents. The Director of Programmes does not have to be based in the UK, as much of our work together is done online; but the ability to travel occasionally – including to the UK – will be necessary. Further information on the terms and conditions for this role are below.

Job Description

Organisational leadership

The Director of Programmes will share, with other members of the leadership team, responsibility for organisation-wide commitments and initiatives. At present we expect these to include the following, but this list will be reviewed periodically to reflect the needs of the organisation in our dynamic context.

- Contribute to the development and delivery of organisational strategy, values and culture; and of our offer to programmes.
- Promote our mission to advance rights, equity and diversity in philanthropy across our hosted programme portfolio and develop measures to demonstrate it.
- Serve as Global Dialogue's Safeguarding Lead, ensuring that programmes are aware of our safeguarding policies and procedures, supporting them to implement safe practice, and ensuring that any safeguarding concerns are raised promptly and handled appropriately.
- Support the development of new business, particularly the emergence of new initiatives from our existing programme portfolio, but also when opportunities arise externally.

- Assist in the on-boarding and off-boarding of programmes joining and leaving the programme portfolio, in collaboration with other members of the leadership team.
- Connect regularly with external peers, share learning, and participate in sector-wide initiatives to advance our mission and the organisation. Represent Global Dialogue externally at conferences and events, and promote the organisation by sharing our successes, learning and innovation through online content, consistent with our communications strategy

Portfolio leadership

Hold responsibility for our grantmaking function, with attention to practice as well as outcome.

- Serve as line manager for the Grants Manager; helping to develop a grantmaking practice that reflects our values, balancing trust with compliance.
- Attend the Grants Ratification Group (which is a subcommittee of the Board of Trustees) to support board decision-making, and guide the preparation of grant dockets where these are larger and/or more complex than usual.
- If problems arise in our grant partnerships, we expect that the Director of Programmes will be responsible for their resolution except in the most serious of cases.

Maintain oversight of our hosted programme portfolio, respecting the high level of independence we allow our hosted programmes, in balance with organisational needs.

Line management

The Director of Programmes will line manage programme leads, acting as thought-partner, problem-solver and champion.

- Offer effective peer support to programme leads as they develop and deliver strategies, and manage their staff, boards and donors.
- Conduct formal annual reviews of programme directors in collaboration with the chair of the programme board.
- Recruit programme directors, in collaboration with programme boards, should a vacancy arise.

Governance

The Director of Programmes will ensure good governance at programme level, working alongside programme directors to

- Recruit and manage programme boards, attending programme board meetings to support programme directors and present on organisational matters as required.
- Ensure that an MoU is in place between the board of trustees and each programme board, and that the terms of this MoU are respected by both sides.

- Meet organisational governance and compliance requirements, e.g. compliance with grant terms and conditions, or drafting entries for our Annual Report and Accounts.

Impact

The Director of Programmes has an opportunity to transform our understanding of impact.

- Develop processes and practices through which we can understand our impact and capture our learning, initially at programme level but also across the organisation.
- Report to the board of trustees on our hosted programme portfolio on a regular basis, building on our current practice and taking the opportunity to develop light-touch, innovative reporting practices.
- Take the lead in identifying and addressing difficulties where they arise, including managing disciplinary proceedings, or initiating programme transfer or closure should this be necessary.

Coordination

The Director of Programmes will ensure that work across our portfolio is coordinated, so that learning is shared and conflicts managed.

- Promote coordination and collaboration across programmes on areas of common interest – or potential conflict of interest. This could include initiating a regular meeting of core and programme leaders to share practice and learning.
- Identify and promote opportunities for collaboration across the portfolio, both internally (e.g. in the co-development of policies) or externally (e.g. in joint bids to large funders).
- Monitor and identify emerging conflicts of interest both within and between hosted programmes, particularly in relation to sector partnerships and funder relationships, and act to record and resolve them appropriately.

Person Description

This is a new role at Global Dialogue, who (together with the Director of Operations and the Executive Director) will become a member of the organisation's new leadership team. We're looking for the following approach, skills and experience.

- A collaborative approach, with a willingness to take responsibility and an openness to sharing it.
- A demonstrable commitment to advancing human rights, equity and diversity in a prior paid or voluntary role.
- Experience of grantmaking and/or moving money and resources, possibly using values-led, trust-based or participatory approaches.

- Significant line management experience, including recruitment and performance management; with a passion for enabling others to achieve, able to motivate and support senior staff in relationships that will almost entirely be online.
- Experience of designing and delivering projects to advance social change on any issue, in any context whether formal or informal.
- Measurement, evaluation, accountability and learning experience, able to devise frameworks to help us understand our impact.
- Excellent communication skills, able to communicate complex topics in accessible ways to a range of audiences, both in person and online.
- Committed to learning, including your own personal professional development.
- Strong IT skills; the main tools we use are O365, Salesforce, Zoom and Wordpress, and we're adding to this list as we develop our offer.
- Excellent spoken and written skills in English.

Statement of Equal Opportunities

We value, welcome and respect all the differences that make us who we are and stronger, and recognise that the intersections of our identities enrich our community. This includes age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background. We also recognise that the interconnected nature of these social categorisations can lead to overlapping systems of discrimination. We have a robust Equality and Diversity Policy that is periodically reviewed, ensuring that candidates and employees are treated fairly.

When talking to our team candidates can expect:

- To be asked questions that are relevant to the role.
- All recruitment materials to be written in such a way that avoids direct and indirect discrimination, for example, without the use of gendered language.
- To be given a chance to ask questions ahead of the interview.
- To be given a clear understanding of what to expect in the interview.
- To be compensated if asked to undertake an exercise that requires significant input.
- To be treated with kindness and respect in every stage of the recruitment process.
- Never to be asked irrelevant questions related to a protected characteristic.
- That reasonable adjustments will be offered and implemented at every stage of recruitment.
- Any concern or complaint raised to be taken seriously, investigated fully and managed in such a way that it would not negatively impact any recruitment decision.

Terms and conditions

Hours	<p>This role is full-time (35 hours/week) although we'd be happy to discuss an appointment at 80% (28 hours/week). It is open to candidates worldwide, as most of our work is undertaken online; however the Director of Programmes will need to be able to collaborate regularly with the rest of the core team, who are all currently based in the UK. We are open to negotiating a working pattern that works for the successful candidate and for Global Dialogue. If you would like to discuss a part-time, job share or another proposal prior to application please contact us at info@global-dialogue.org.</p>
Terms	<p>Permanent, subject to 3m probationary period.</p>
Location	<p>The Global Dialogue core team works remotely, and this role is home based. The Director of Programmes will be required to undertake occasional international travel (not expected to be more than 5% of time) to develop and manage relationships with our hosted programmes and to participate in in-person meetings with the rest of the core team.</p>
Reporting	<p>Reports to the Executive Director; line management of Grants Manager and of hosted programme leads as required.</p>
Remuneration	<p>This role has been benchmarked at a UK salary of GBP 75,000 (pro rata for a part time position). Candidates based outside of the UK will be offered comparable compensation either through an Employer of Record or consultancy contract, depending on their location. Global Dialogue offers a range of benefits including 25 days' annual leave plus public holidays (pro rata), a flexible working policy, and personal development leave. Pension arrangements and other benefits will be negotiated based on the location of the applicant, local norms, and parity with Global Dialogue's wider staff team. Please contact us if you would like further information about our approach.</p>

How to apply

To apply please send an email to info@global-dialogue.org by midnight BST on Wednesday 17th July 2024 with the words Director of Programmes and your name in the subject line. You should attach a CV and two-page cover letter in English setting out why you are interested in this role and how you meet the criteria set out in the person specification. Shortlisted candidates will be invited to an initial online interview on Thursday 25th or Friday 26th July.

Questions about this role can be sent by email to info@global-dialogue.org or submitted anonymously on [Padlet](#), where, for transparency, we will publish responses to any questions we receive before the deadline.

Need assistance?

We are committed to the employment and career development of people with disabilities. We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, and you will be asked whether you require anything if you are invited to interview. If you need this information in another format or if there are additional options you'd like to request, please contact the Director of Operations, Charlotte Lepper, at charlotte@global-dialogue.org to discuss this further.

Privacy Notice

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our Privacy Notice for job applicants [here](#).

Thank you for your interest in working with Global Dialogue. We look forward to hearing from you.