

<b>Job Role:</b>	Head of Delivery
<b>Reports To:</b>	Director of Operations
<b>Direct Reports:</b>	Campaigns Manager, Volunteer Programme Managers
<b>Location:</b>	Hybrid between home and our head office in Victoria, London
<b>Work Pattern:</b>	Full time (Part-time, with a minimum of 28 hours, will be considered)
<b>Contract Term:</b>	Permanent
<b>Salary:</b>	£37,500 - £45,000 (joiners are expected to enter at the start of the band)
<b>Eligibility:</b>	All applicants must have the legal right to work in the UK

## ABOUT US

We believe that every child should have a healthy, happy, and safe childhood so that all children are prepared for life. However, 700,000 children living in poverty in London facing multiple and complex challenges which limits their potential and development, leading to poor health and life chances in adulthood.

The Childhood Trust works to change the landscape for children living in poverty: breaking the cycle of poverty. Since 2013 The Childhood Trust has raised £45m million through our matched fundraising campaigns that have enabled us to fund the delivery of projects across all London boroughs, engaging more than 500,000 children to date. Our advocacy and research reaches audiences in the millions to raise awareness of the impact of poverty on children and our volunteering programme transforms children's lives through direct delivery.

We are seeking an ambitious and motivated Head of Delivery to help us realise our ambitious vision to scale our work so that ultimately, every child in London is well prepared for life.

## ROLE DESCRIPTION

### Job Summary:

As Head of Delivery, you will lead our grant making campaigns<sup>1</sup>, volunteer programmes<sup>2</sup> and lead the team through growth and innovation, to create maximum impact for children living in poverty. With an ambition to double our impact in the next three years, you will have the knowledge, vision, and leadership aptitude to manage and develop an exciting portfolio of successful programmes, whilst thinking strategically about the opportunities and challenges to reach that goal and meet the needs of children in poverty.

<sup>1</sup> *Grant Making Campaigns.* Each year, through our matched fundraising campaigns we fund hundreds of grassroots projects in the heart of local communities, helping over a hundred thousand children and young people experiencing poverty to access the vital practical and emotional support needed to be prepared for life.

<sup>2</sup> *Our volunteer programmes drive transformations for children at home and in the community.* The Childhood Trust have delivered a number of projects independently and with corporate partners. Read more about our two most currently programmes [Decorate A Child's Life \(DACL\)](#) and our [Adventure Play Partnership \(APP\)](#).

You will join our friendly, hybrid team and be deeply passionate about our mission and vision. You will be someone who thrives in our small charity culture, which is collaborative, innovative, and dynamic as well as having the ability to work autonomously and have an appetite for continuous improvement.

#### Key Duties & Responsibilities:

- Execute and grow grant-giving campaigns, providing regular analysis of campaigns.
- Nurture, deepen and broaden our charity and volunteer programme partnerships.
- Execute and develop our volunteer programme offer.
- Integrate The Childhood Trust's impact strategy with all areas of delivery.
- Provide regular analysis of grant-giving campaigns
- Write impact, funder, governance, and other reports as required.
- Oversee departmental budget.
- Integrate delivery with our CRM system (Salesforce).
- Ensure purposeful, efficient, and effective systems for delivery.
- Collaborate with staff to create the greatest outputs and seek opportunities for improvement.
- Ensure The Childhood Trust is compliant with safeguarding, health and safety and legal practices in all areas of delivery.
- Lead a thriving team of staff, workers, and volunteers to successful.
- Foster a culture of collaboration, learning and innovation in all areas of delivery.
- Represent The Childhood Trust at events, visits and meetings as required.
- Contribute to the ongoing development and execution of The Trust's strategic goals.
- Support the success of the team with other duties as required.

#### PERSON PROFILE

##### Person Specification:

To succeed in this role, you will have the following:

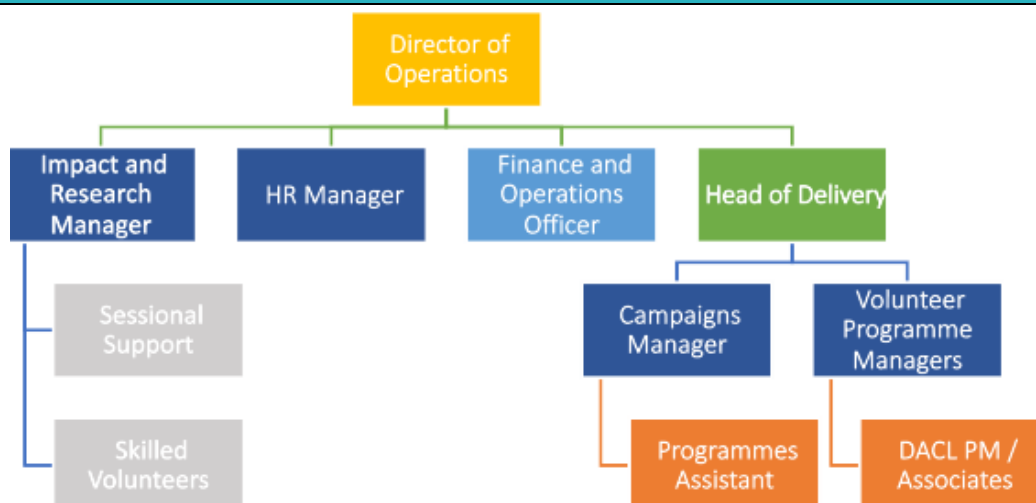
- Leadership and / or management experience.
- Experience creating successful operational plans to meet strategic goals.
- Knowledge and understanding of grant making.
- Experience of leading and developing volunteering initiatives.
- Project management experience.
- Strong organisational skills with an ability to successfully manage multiple workstreams.
- A good understanding of data processing and CRM systems.
- Strong analytical skills with the ability to apply insights into practice.
- Proven record of accomplishment building successful partnerships at a variety of levels.
- Be naturally collaborative, inclusive, and a highly motivated self-starter.
- An inspiring, articulate, and persuasive communicator.
- Ability to operate successfully in a dynamic environment.

- Be goal oriented with the ability to work independently, show initiative, and have a high level of self-awareness and personal accountability.
- Be a curious thinker with an entrepreneurial and / or innovative mindset.

Additional and desirable skills and experience include:

- Experience using and developing Salesforce.
- Experience of delivery and growth in grant-making.
- Knowledge of theory of change methodology.
- Experience of embedding impact monitoring, evaluation & learning systems.
- An understanding or lived experience of poverty, the challenges facing children living in poverty and successful interventions /support available.

## THE OPERATIONS TEAM



## GENERAL

This job description is not designed to be a complete and exhaustive list of all required duties/tasks. All employees are expected to carry out any reasonable request from management to support business needs. Job Descriptions are subject to change from time to time.

## APPLICATION INSTRUCTIONS

Please submit a CV and covering letter / statement (maximum 2-sides) to [chloe.morton@childhoodtrust.org.uk](mailto:chloe.morton@childhoodtrust.org.uk) or through the quick apply function on Charity Jobs. Your application should address the person specification.

If you would like to talk further about the role, please call Chlöe on 07462 556 564.

#### SAFEGUARDING

The Childhood Trust has a child-centred policy that safeguards the welfare of all children, young people, and other people at risk. Our safeguarding policy is designed to protect people from all forms of abuse. Please note that the successful candidate will undergo reference checks and an appropriate DBS check prior to starting employment.

#### EQUAL OPPORTUNITIES

The Childhood Trust is an equal opportunity employer. We do not discriminate on the basis of age, gender, health, sexuality, class, family status, means, ability, colour, ethnic origin, culture, religion, or belief. Our goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. All employment is decided based on experience, merit, and business need. We encourage applications from people of all backgrounds and abilities.