

Job Description

JOB TITLE: Head of Programme Development

CONTRACT TYPE: Permanent

HOURS: 21 hours per week

LOCATION: London based. We operate a hybrid working model, and staff are expected to be in this office at least 50% of their contracted hours. Our office is based in Harcourt St, near Marylebone tube station.

PAY BAND: £52,990 (London based, pro rata=£31,794). Candidates outside of London would be subject to a different, national pay scale.

RESPONSIBLE TO: Deputy Director, Programme Quality

About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of Working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the Role

As Head of Programme Development, you will provide the strategic leadership that enables KTI to deliver high-quality, scalable programmes in line with our 10-year ambitions. You will lead the Programme Development team, including thematic, content and design specialists, to create evidence-informed models, curricula, tools and guidance that help young people learn, earn and thrive across diverse global contexts.

You will translate organisational strategy into practical, inclusive and impactful programme approaches that can be adapted by regional delivery teams while maintaining quality and coherence. Working closely with Delivery, Impact, Digital, Safeguarding and Fundraising colleagues, you will build strong partnerships, influence senior stakeholders and ensure programme design is grounded in evidence, learning and the needs of young people.

You will champion innovation, safeguarding, inclusion and digital development so that KTI's programmes are safe, sustainable and ready to scale. Above all, you will bring the leadership, judgement and commitment needed to drive excellence in programme development and create transformative opportunities for young people globally.

Key Relationships

- KTI Senior Leadership Team
- Global Programme Delivery team
- Programme Quality Function: Impact, Digital and Safeguarding Teams
- Fundraising Team
- King's Trust (UK) Programme Colleagues
- Programme and Safeguarding Committee
- External partners and in-country stakeholders including governments, NGOs, and delivery partners

Key Areas of Responsibility

1. Strategic Leadership & Organisational Alignment

- Lead KTI's Programme Development function, setting a clear vision, priorities and standards for high-quality, evidence-informed and scalable programmes.
- Support the team in translating organisational strategy and 10-year ambitions into practical programme frameworks, models, tools and guidance that can be adapted across regions.
- Use data, evidence, learning and global best practice to shape programme priorities, strengthen quality and support strategic decision-making.
- Represent Programme Development with credibility internally and externally, influencing senior stakeholders and building alignment across Delivery, Impact, Digital, Safeguarding and Fundraising.

2. Programme Development, Design & Innovation

- Oversee the design, testing and continuous improvement of youth programmes, ensuring they are inclusive, measurable and responsive to young people's needs across diverse contexts.
- Hold accountability for the development of programme models, curricula, training materials, delivery guidance and practical tools that support quality implementation by partners and regional teams.
- Champion innovation in programme design, including design thinking, user-centred approaches, digital tools and accessible content that strengthen reach, quality and impact.
- Work closely with the Digital team to contribute to scalable models of blended delivery, ensuring digital tools strengthen programme quality, reach and impact for young people.
- Identify responsible uses of AI and other digital solutions to improve efficiency in programme design, content development, project management and knowledge-sharing.
- Ensure programme approaches have clear theories of change, measurable outcomes and strong alignment with monitoring, evaluation, learning and inclusion standards.

3. Fundraising, Growth & Scaling

- Work with Fundraising and Delivery colleagues to shape scalable programme propositions that are compelling to donors, realistic to deliver and aligned with KTI's strategic priorities.
- Provide high-quality technical input into funding proposals, pitches, budgets, due diligence and donor engagement, ensuring proposals are robust, costed and impact-focused.
- Develop programme models and resources that can be adapted across geographies, supporting growth while protecting quality, consistency and contextual relevance.
- Support smooth transition from design to delivery, including handover, training, documentation and ongoing learning with regional teams and partners.

4. Safeguarding, Quality & Risk Management

- Ensure safeguarding, inclusion and risk management are embedded from the outset in programme design, tools, curricula, delivery guidance and digital approaches.
- Work closely with the Head of Safeguarding to ensure programmes are safe by design, compliant with organisational standards and responsive to risks in different contexts.
- Identify and mitigate safeguarding, quality and implementation risks, ensuring appropriate controls, escalation routes, governance and learning processes are in place.
- Champion a culture of safeguarding, accountability and continuous improvement across programme development and with partners.

5. Resource Planning, Team Leadership & Development

- Lead and develop a high-performing Programme Development team, fostering an inclusive, collaborative and values-led culture.
- Set clear priorities, manage workload and sequence activity in line with organisational priorities, available budget and team capacity.
- Oversee the Programme Development budget, ensuring effective planning, forecasting, cost control and value for money.
- Provide effective line management, performance support and professional development opportunities, enabling team members to deliver high-quality work and grow in their roles.

- Build strong ways of working across teams, ensuring Programme Development resources are deployed where they will have the greatest strategic impact.

Person Specification

Please read these notes carefully:

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folx, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC) / racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed? Shortlisting (S), Interview (I)
Skills/ Knowledge	Strong understanding of programme development, design, testing and continuous improvement for youth, education, employment or enterprise programmes.	Needed to lead high-quality programme models, curricula, tools and guidance aligned to Key Areas 1 and 2.	
Skills/ Knowledge	Ability to use evidence, learning, data and best practice to shape programme priorities, theories of change and measurable outcomes.	Supports evidence-informed decision-making, impact measurement and continuous improvement in Key Areas 1 and 2.	
Skills/ Knowledge	Knowledge of safeguarding, inclusion and risk management principles and how to embed them in programme design and digital approaches.	Ensures programmes are safe, inclusive and well-managed, directly linked to Key Area 4 and supporting Key Area 2.	

Experience	Experience of designing scalable resources, models or guidance that can be adapted across different contexts while maintaining quality.	Needed to support growth, scaling and smooth transition from design to delivery across Key Areas 2 and 3.	
Experience	Experience of working collaboratively with senior stakeholders, delivery teams, technical specialists, partners or fundraisers to influence decisions and build alignment.	Supports cross-organisational working and credible representation across Key Areas 1, 3 and 5.	
Experience	Significant experience (5+ years) of leading teams and developing people, including prioritising work, managing capacity and enabling high-quality performance.	Enables effective leadership of the Programme Development team and resource planning under Key Area 5.	
Experience	Experience of contributing technical input to fundraising proposals, donor engagement or programme growth opportunities.	Needed to develop compelling, realistic and impact-focused propositions, linked to Key Area 3.	
Experience	Experience of working in international, multi-country or partner-led delivery contexts.	Needed to support contextual adaptation, partner working and scalable approaches across Key Areas 2, 3 and 4.	
Criteria	Desirable	Why is this needed?	How will this be assessed?
Skills/ Knowledge	Understanding of blended delivery, digital learning tools or responsible uses of AI in programme development.	Would strengthen contribution to scalable blended delivery and innovation.	
Skills/ Knowledge	Understanding of principles of monitoring, evaluation, accountability and learning approaches in programme design.	Contributes to quality output and better cross-function ways of working	
Experience	Experience of leading programme development or quality functions, including setting priorities, standards and ways of working across teams.	Contributes to providing strategic leadership and organisational alignment as well as effective team leadership.	
Experience	Experience working with digital youth interventions and / or programmes	Strengthens the role's contribution into development of new digital programme innovations	

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

We are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.