



# **NPHT**

## **NATIONAL PARALYMPIC HERITAGE TRUST**

### **Head of Programmes Job Description January 2024**

**£38,000**

Full-Time

#### **Overview**

The National Paralympic Heritage Trust (NPHT) has embarked on a new exciting 5-year Strategy – ‘Becoming Seamlessly Inclusive 2023-2028’. To help us on this journey we are looking for an ambitious leader wanting to advance their career, who is a strategic and creative thinker, self-motivated and able to juggle an ambitious programme of work of national significance. You will have excellent proven project management skills and the ability to lead and motivate a diverse team.

The NPHT is a young dynamic and diverse organisation, and a leader in accessible heritage with the ambition to reach a million people over the next five years supported by several major heritage funders including the Arts Council England as an NPO, National Lottery Heritage Fund, Rothschild Foundation, Museums Association Esmée Fairbairn, Wolfson Foundation, Art Fund and Garfield Weston.

#### **Background**

The NPHT was formed in 2015 with the core purpose to ‘enlighten and inspire future generations by celebrating, cherishing and bringing the Paralympic heritage and its stories of human endeavour to life’ and in doing so to challenge negative perceptions of disability. Our purpose is to celebrate, cherish and bring the heritage to life, in a compelling and evocative way, securing a legacy, feeding a growing public interest since London 2012, changing attitudes, and instilling national pride.

In our role as caretakers of one of the World’s most important disability history collections, the Paralympic movement, we aim to become, and help others become seamlessly inclusive. From 2023 to 2028 for every £2 we spend we aim to positively broaden somebody’s understanding of disability and transcend heritage access.

In our first 5 years 2017 to 2022 we reached over half a million people across the UK, and overseas, (over 50% of our website visitors are from abroad representing 195 different nations), establishing an accredited museum and collection of international importance. Our learning programmes and digital engagement are recognised as providing ground-breaking access to D/deaf and disabled audiences. Our purpose and moral responsibility are to continue to bring this unique British heritage to life, building awareness of Paralympic

history, sport and the individuals involved in its development in a compelling and evocative way that pushes the boundaries of access for all, changing attitudes, serving national inclusion agendas, and instilling national pride.

The NPHT is a registered Charity 1165416.

The founding partners are the British Paralympic Association, WheelPower – British Wheelchair Sport and Buckinghamshire Council.

## **1. Overall**

- 1.1 To direct programmes delivery for the NPHT acting second in command to the CEO.
- 1.2 To line manage the Learning Manager, Collections Engagement Officer, Team Administrator and Team Diversity Officer.
- 1.3 To manage evaluation with support from the Grants Fundraiser and external evaluation contracts.

## **2. Key Responsibilities**

- 2.1 To direct the management of NPHT Programmes of work
- 2.2 To build and maintain relationships with external partners and stakeholders
- 2.3 To oversee the management of events, seeking opportunities for their development, community projects and utilisation/development of the Pop-up museum.
- 2.4 To direct, through the team administrator and wider team the day-to-day administrative and training work of the NPHT, ensuring legal compliance in areas such as health and safety, and safeguarding, and an oversight on activities and the annual calendar.
- 2.5 To direct, through the team administrator and team diversity officer the development of the volunteer and placement programmes of work in liaison with other team members utilising volunteers in their work

- 2.6 Ensure the day-to-day management of the Heritage Centre, delegating roles to the wider team and liaising with the Sports Stadium Management
- 2.7 To manage the evaluation systems and contract with support from the Grants Fundraiser.
- 2.8 To input into and support other opportunities and longer term plans.
- 2.9 To support other areas of as they arise.
- 2.10 To support the environmental programme of work

### 3. **Meetings and reporting**

- 3.1 The Head of Programmes will be employed by the National Paralympic Heritage Trust and responsible to the Board of Trustees
- 3.2 The Head of Programmes will be line managed, report to and be supported by the CEO.
- 3.3 The Head of Programmes will have monthly meetings with the CEO reporting on progress and raising any areas of concern.
- 3.4 Either party may, by written notice to the other, require the holding of a special meeting to discuss any matter of urgency or exceptional importance relating to this agreement.

### 4. **Period of Contract**

- 4.1 Permanent.

### 5. **Contract fee/Pay**

- 5.1 The proposed fee is £38,000 a year Full-time.
- 5.2 In addition to the payment outlined above the Programs Director will be paid reasonable agreed expenses incurred subject to the supply of receipts/travel expense claim and a stakeholder pension.

6. **Indemnity**

Insurance is covered by the NPHT

7. **Skills and Qualifications**

We are looking for an ambitious leader wanting to advance their career, who is a strategic and creative thinker, self-motivated and able to juggle an ambitious programme of cultural work of national significance.

Must:

- Excellent proven multi-project management skills
- Proven leadership and strategic thinking
- Strong people management experience across a team with a diverse skills and roles

Skills:

- An understanding of/interest in diversifying workforces
- Excellent interpersonal, organisational and communication skills
- A real eye for detail
- Highly self-motivated
- Experience of engaging with communities

Ideally:

- An interest in sport
- An understanding of or interest in the Paralympics

**Your application and the recruitment process**

If you require the information in alternative formats, please email [admin@paralympicheritage.org.uk](mailto:admin@paralympicheritage.org.uk)

In order to apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages.
- A supporting statement explaining why you are interested in this role detailing how you meet the skills we are seeking – we recommend that this is no longer than two pages.

Or you can make your application using alternative formats suited to your needs including a film (no longer than 10 minutes), an audio recording (no longer than 10 minutes) or a collage (up to 4 pages)

We implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants who both declare their disability and meet the essential criteria for a vacant post.

Please send your application, by email to [admin@paralympicheritage.org.uk](mailto:admin@paralympicheritage.org.uk)

**Closing Date - Applications should be received by 5pm on Thursday 28<sup>th</sup> March 2024**

You will receive an acknowledgement and we suggest that if you don't receive this you should contact us to confirm your application has arrived.

**Interviews will take place on 5<sup>th</sup> April at Stoke Mandeville Stadium** for which we can make adjustments according to your needs.

We very much see these as a two-way opportunity for us to find out more about each other and there will be an opportunity for you to meet members of the Trust staff.

Please do contact us if you wish to have an informal discussion about the role/organisation or if you have any other questions to help you decide whether to apply.

You can contact:

**Vicky Hope-Walker, CEO** [Vicky.hopewalker@paralympicheritage.org.uk](mailto:Vicky.hopewalker@paralympicheritage.org.uk)