

Yorkshire Dales Millennium Trust

Job Description



February 2025

Position: Programme Director
Responsible to: Chief Executive
Location: YDMT Offices, Clapham, North Yorkshire
Salary: Band: £50,630 - £56,173
Full Time (35 hours per week). Mix of office and home working. Will consider part time at four days a week.

Job Purpose: Leadership of the organisation as part of the Executive Leadership Team
Leadership of our projects team delivering YDMT's vital work and impact
Provide long term direction and support the development of projects

Our Organisation:

We are a small charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

For 27 years we have delivered diverse and inspirational projects, helping to plant 1.6 million trees and securing the future of more than 850 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We are passionate about inspiring disadvantaged groups and future generations to care for this special area.

Our ambitious project strategies have enabled us to grow our woodland, grassland, wetland and outreach and engagement work. We aim to continue to develop these core projects, alongside our grants programme to increase our ability to help tackle climate change, biodiversity loss and connect more people with nature. We are committed to delivering transformative projects for people and nature, and working with our communities and partners to increase our impact.

The Programme Director will play a key role in bringing our interlinking projects and grants together under one new team, providing clear long-term direction and lasting impact for our beneficiaries.

How we work:

- We deliver transformative projects for people and nature, and use our skills to enable other organisations to increase their impact.
- We raise and distribute funds, providing flexible grants and guidance supporting innovative community-led action where it is needed most.
- We are firmly rooted in our communities and have a greater impact by joining forces with our partners.

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Our VALUES guide everything we do:

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people’s opinions in everything we do
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

Main Responsibilities:

Leadership of the Organisation

As a member of the YDMT Executive Leadership Team, supporting the Chief Executive in:

- a. Providing leadership, vision and direction - assisting the Board to set and implement the strategic direction of YDMT.
- b. Responsibility for management and administration of the organisation in the execution of the Board’s policies, with a particularly focus on health & safety policies and procedures.
- c. Ensuring that the Board receives appropriate reports, advice and information on all relevant matters and enabling it to fulfil its governance responsibilities.
- d. Support the overall development of staff, role modelling our values and behaviours.

Leadership and line management of YDMT’s Project Teams

- a. Ensure that long term project strategies are in place, they are regularly reviewed and in line with wider YDMT organisational strategy.
- b. Provide accurate budgeting and forecasting for our projects and grants, spending of over £1m per annum. Ensure the effective use of trust resources across multiple funding streams and projects.
- c. Lead and inspire the team to deliver transformative projects, while building on our successful partnership work to increase charitable impact.
- d. Lead on monitoring, evaluation and learning of projects and grants to continuously improve their impact, and demonstrate to stakeholders the benefits of our work.

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- e. Maintain a working knowledge of Health & Safety Executive legislation and any developments that affect the Trust, providing leadership on compliance and supporting the team to ensure that all our projects are safe and delivered to the highest standards.

Development of Projects

- a. Work with Development Director and fundraising team to fully fund and sustain our projects, clearly identifying funding gaps and supporting the creation of bids and impact reports.
- b. Identifying and developing new innovative areas for projects where there is a clear need for our support and that aligns with YDMT's wider strategy.
- c. Advocate for our projects regionally and nationally to help raise our profile and position as an expert in the sector.
- d. Identifying opportunities for collaboration and engagement with new and existing partners to grow the impact of our work, including NGO's, Local Authorities, government and corporate partners.

General

- Carry out duties with due regard to the well-being and safety of others at all times
- All staff members are expected to volunteer to support and assist at the occasional evening and weekend event

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with the Chief Executive.