

**CARERS
TRUST**

**Programme Lead,
Carer Poverty
Alleviation
Recruitment Pack**

Programme Lead, Carer Poverty Alleviation Programmes, Policy & Impact

Contract: Fixed term until 31 March 2026 (with the possibility to extend).

Hours: 35 hours per week - open to part time/ flexible work discussions.

Salary: £45,000 - £52,000.

Location: Hybrid anchored to either London/Cardiff/Glasgow Carers Trust office 1-2 days a week. Flexibility to work from other Carers Trust's offices around the UK when needed.

Reports to: Head of UK Programmes.

Responsible for: X 2 direct reports

Why this role is pivotal to Carers Trust



Situated in the Programmes, Policy & Impact Directorate, and reporting into the Head of UK Programmes, the Programme Lead, Carer Poverty Alleviation is a new role linked to the development of a new major programme operating in England, Scotland, and Wales. The Carer Poverty Alleviation Programme is a new Carers Trust programme under our strategic goal that no carer is pushed into poverty or is financially disadvantaged by their caring role.

The Programme Lead role is the fulcrum for this new partnership programme, will be comfortable to lead within and outside of the organisation and in developing a new team to drive the programme to success. This role will excite you if you are an established programmes specialist who is energised by achieving social impact via meaningful delivery partnerships, which in this case are local carer organisations (Carers Trust Network Partners).

The ideal candidate will have a track record of implementing national programmes from mobilisation through to evaluation and exit. In addition to working with local carer organisations, the role holder will establish key strategic external relationships and work closely with colleagues across Carers Trust (e.g. Network Development, Social Impact, Fundraising and Policy specialists), to ensure effective delivery and high-quality partner experience and the generation of evidence informed learning from the outset.

In this role you will



- Provide overall operational leadership for the Carer Poverty Alleviation programme, ensuring that programme direction and delivery is strategically aligned, responds to learning and changes in context, and maximises our impact on carers financial disadvantage.
- Be responsible for the overall project and performance management and implementation of the Carer Poverty Alleviation programme across England, Scotland, and Wales.
- Lead operational and financial reporting to Carers Trust and programme funders for the overall Carer Poverty Alleviation programme.
- Ensure compliance with all funding agreement conditions and guidance imposed by programme funders.

Our ideal candidate



- Demonstrable programme management experience involving a range of partners.
- Experience and understanding of a range of monitoring principles and methodologies, and experience of sharing learning effectively.
- Demonstrable application of iterative programme management approaches, refining or rethinking delivery in response to learning or changes in context.
- Demonstrable experience of establishing effective relationships and influencing a range of stakeholders to extend programme impact.
- Demonstrable motivational leadership style, with excellent people management skills including one to one support, team planning and review, delegation, feedback and performance management.
- Experience of organising and facilitating networking or learning opportunities across a range of stakeholder groups.
- An empathy and understanding of the barriers and challenges experienced by unpaid carers and the social and financial inequalities they face.
- Highly developed analytical skills (financial and operational) that demonstrate a sound understanding of effective programme management.
- Ability to think creatively and be forward thinking in relation to addressing challenges and applying learning.
- Ability to manage a variety of tasks simultaneously to meet agreed timescales and deadlines.
- Experience of developing and managing risk strategies, identifying risk and responding appropriately, at both project and programme levels.
- Experience of funder relationship management and effective reporting.
- Demonstrable application of equality, diversity, and inclusion practices.
- Good understanding of financial reporting, governance standards, data protection issues and safeguarding.

Main responsibilities (not an exhaustive list)



Leadership & Relationship Management

- Lead cross-organisational team working on programme development, delivery, and evaluation, ensuring coordination, collaboration, and shared learning.
- Lead programme review group(s) made up of applicable representatives (e.g. Network Partners, external stakeholders, and carers).
- Lead relationship management with funder representatives, including attendance at meetings, delivery of updates on performance and the programmes iterative direction of travel.
- Develop and sustain effective, collaborative relationships (national and regional) with stakeholders across voluntary, statutory, and other applicable sectors who could further the success of the overall programme.
- Line management of the Carer Poverty Alleviation Team so they feel equipped with the skills and confidence to perform their roles in a way that fits with Carers Trust organisational culture and values.
- Undertake other Carers Trust responsibilities from time to time, as required by your role and seniority.

Programme & Partnership Management

- Develop and implement best practice, and 'fit for purpose' programme management and reporting structures for the Carer Poverty Alleviation programme, that will support effective programme management, governance, and where relevant external scrutiny, at mobilisation and delivery stage.
- Monitor performance via regular contact and review of programme monitoring submissions to ensure that the programme meets agreed performance targets and appropriate, timely remedial action is taken.
- Oversee and manage programme partners delivery, including review of quarterly monitoring reporting and reviews, tracking progress towards milestones, outcomes and KPIs (key performance indicators).
- Work closely with the Programme Team and Social Impact colleagues to develop mechanisms to collect monitoring data and feedback from programme partners including local carer organisations (Network Partners), wider organisational partners and involved unpaid carers.
- Provide regular reports for funders and Carers Trust governance structures on progress with projects as appropriate.
- Manage programme budgets and risks in line with Carers Trust's procedures and funders' requirements.
- Support local carer organisations to explore and understand partnership models, sharing information and best practice to support the development of strong and impactful partnerships to further the impact of the programme.

Impact & Learning

- Coordinate regular meetings with delivery partners ensuring that programme learning is used towards continuous improvement and service delivery.
- Provide valuable programmatic learning across the organisation to ensure there is integration with Social Impact and Policy teams so all programmes are evidence informed and evidence generating, thus influencing longer term change for unpaid carers and carer organisations.
- Work closely with social impact colleagues to design and commission a programme evaluation.
- Develop and disseminate appropriate communication materials to share relevant outcomes of the Carer Poverty Alleviation programme including briefing reports, blogs, and presentations (internal and external) to present on findings.
- Build the capacity across the Network to extend and sustain programme learning beyond the local delivery sites.
- Horizon-scan and share insights and recommendations, thinking creatively to help inform the continuous improvement, ensuring programme insights and findings are understood and used across Carers Trust and the Network.

Additional Responsibilities

- Contribute to the development, implementation and continuous improvement of equality, diversity, and inclusion principles across all aspects of programme delivery.
- Work collaboratively across Carers Trust, sharing ideas, experiences, and expertise to support collective problem solving and consistent programme management practices.

Key Outcomes

- The development of the Carer Poverty Alleviation Programme is joined up and supports the implementation of our strategic objectives.
- Carers Trust leads a high-quality programme catalysing positive outcomes for local carer organisations and unpaid carers in the short, medium and longer term.
- Funders are confident in the Carer Poverty Alleviation Programme delivery and impact
- A motivated, impact driven team culture that delivers programme ambition without compromising wellbeing

How to apply

Please apply via the Carers Trust website as instructed.

For an informal conversation about the role please contact Carers Trust via recruitment@carers.org to arrange a call.

Application deadline: Friday 7th June.

Expected interview dates: 12th - 30th June.

