



Programme Lead (Wales)

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Policy and Public Affairs

Contract: Permanent, full time contract

Hours: 35 Hours per week, Monday-Friday, 9am-5pm **or** 28 per week (part-time option). We are open to flexible working options.

Salary: £44,000-£46,000

Location: Anchored to the Cardiff Carers Trust office 1-2 days a week. Flexibility to work from other Carers Trust's offices around the UK. This role will require occasional travel across Wales and other parts of the United Kingdom.

Why this role is pivotal to Carers Trust



The Programme Lead for Wales is a key role within the Wales Team, helping to drive Carers Trust's strategy to improve support for over five million unpaid carers across the UK. You will develop and deliver high-impact programmes that strengthen local carer organisations and transform support for unpaid carers across Wales.

We are looking for a passionate programme specialist with experience in programme development, income generation, and stakeholder engagement. Working closely with colleagues across Carers Trust, you will build strong partnerships, create scalable programme models, and contribute to a more entrepreneurial culture.

You will be a confident networker, able to grow and manage a pipeline of opportunities while ensuring ambitious delivery of existing programmes. The successful candidate will have a strong track record of designing and delivering impactful, sustainable programmes that make a measurable difference for beneficiaries.

In this role you will



- Work with the Executive and Leadership teams to transform strategic priorities into compelling fundable programmes, products and services.
- Lead the planning for and delivery of complex activities including multiple projects identifying and acting on opportunities to improve implementation.
- Be an ambassador for Carers Trust and contribute to Carers Trust's public profile and influence good relations across our stakeholder network.

Our ideal candidate



If you meet most (but not all) of the below criteria, we still encourage you to apply.

Experience

- Leading the development of an impact focused programme pipeline.
- Working within UK-wide structures maximising the benefit of a cross functional approach to programme development and delivery.
- Programme monitoring and evaluation with a strong focus on demonstrating impact and creating opportunities for learning and growth.
- Stewarding high-level relationships and the creation of new partnerships.
- Leading and managing high performing teams.
- Experience of working with, and a commitment to, the Welsh language and culture, shown through developing and delivering programmes that meet the needs of a bilingual country.

Skills, abilities, and personal style

- Inclusive, creative and strategic approach to programme development and delivery.
- Innovative and opportunity-focused, cultivating new partnerships, programmes and products.
- Exceptional communication and interpersonal skills.
- Confident networker with the ability to inspire and motivate senior level audiences both internally and externally.
- Results-oriented, with the ability to prioritise effectively.
- Proficient with IT software and MS office, including: Excel, PowerPoint, etc.

Knowledge and understanding

- Strong support for Carers Trust purpose, vision, and values.
- Understanding of the issues impacting carers and local carer organisations in Wales.
- Ability to draw on strong networks across the private, statutory, and third sectors in Wales to support partnership working
- Knowledge of, and a commitment to, anti-racism and to promoting diversity, equity and inclusion.

Main responsibilities (not an exhaustive list)



Programme Development

- Use evidence from within and outside of Carers Trust to develop high impact, sustainable programmes strategies that create meaningful and lasting change for unpaid carers and local carer organisations in Wales.
- Work in partnership with internal and external stakeholders to strengthen the reach and effectiveness of ensure maximum return on investment from our programmes in Wales.
- Produce programme specifications and evidence that build a compelling case for supporting carers of all ages and attracting cross-sector partnerships.
- Drive programmes from idea to delivery within the UK cycle, focused on impact, reach and sustainable income.
- Work as part of a cross organisation team who are focused on insight generation and horizon scanning, through to creation of minimum viable products and scaling up if successful.

Programme Delivery

- Lead the successful delivery of national programmes through the application of strong project management processes and the management and development of a small, expert team.
- Ensure that the funding contract and agreement conditions, regulations and guidance are met as appropriate to ensure compliance.
- Actively monitor project performance, within our UK social impact framework, ensuring all programmes meet agreed performance targets and learning and evidence gathering opportunities are maximised and shared internally and externally.
- Work with the Director of Wales to ensure a well-managed project budget and maintain programme risk registers in line with Carers Trust's procedures and the funders' requirements.
- Deliver programmes to budget, making appropriate use of funds to achieve maximum impact for unpaid carers and local carer organisations.

Main responsibilities (*not an exhaustive list*)



Partnerships and stakeholder management

- Steward key relationships with external stakeholders, developing trusted partnerships focused on maximising programme reach and impact.
- Work with the UK fundraising team, secure funding support from a diverse range of sources, including corporate sector partnerships.

General

- Play a leading and positive role as a leader within the Wales team.
- Take responsibility for effective management of reputational risk associated with high profile partnerships, including due diligence, ethical and PR checks.
- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.

How to apply



Applications are to be submitted through the Carers Trust recruitment portal, please upload your CV and a supporting statement setting out how your skills and experience match the criteria for this role.

We are happy to accommodate any adjustments you may have and will share all interview questions in advance as part of our commitment to inclusive hiring.

For an informal conversation or any questions about the role please contact recruitment@carers.org

- **Application deadline:** Monday 23rd March 09:00AM
- **Expected interview date:** Monday 30th March (in-person)

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