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| **REPORTS TO** | **CONTRACT TYPE** |
| Chief Executive Officer | 2 Year Fixed-term contract – Full Time Position |
| **PLACE OF WORK** | **REQUIREMENTS** |
| Kirkcaldy YMCA HQ, Gallatown Hub and community locations. | The post holder will be subject to a Basic Disclosure Check |
| **ROLE PURPOSE** |
| The Programme & Funding Manager is responsible for the planning and implementation of the portfolio of funded programmes. This includes co-ordinating activity, monitoring the programme co-ordinators and ensuring programmes are set up to be delivered smoothly, providing maximum impact, whilst developing these to continue to meet the needs of children and young people and the wider community. |
| **DELIVERABLES** |
| As the Programme & Funding Manager, you can expect your role to involve but not be limited to the following:**VISION AND MISSION*** Support the Chief Executive Officer by providing strategic information and advice on programmes and funding affecting the organisation.
* Clarify the strategic vision for the development of the Kirkcaldy YMCA to the Programmes Team within the direction of the Chief Executive Officer and help people understand how their role contributes.

**PROGRAMME MANAGEMENT** * Establish and maintain a detailed overview of the organisation’s programme of activities. Agree upon the programme with the Board and the Chief Executive Officer and provide the resources required to ensure the programme delivers upon Kirkcaldy YMCA’s mission and strategic plan.
* Lead and oversee the implementation of both the organisation’s short- and long-term programme activities and funding plans in accordance with its strategy.
* Lead on the formation of appropriate programme and funding management systems linked to Kirkcaldy YMCA’s key workstreams and projects.
* Develop a relationship with Programme Co-ordinators to build up an in-depth knowledge of any progress and feedback issues obstructing aims or targets whilst reporting developments to funders.

**FUNDING & GRANT APPLICATIONS*** Working with the Chief Executive Officer, the Board of Trustees and other team members, to formulate the organisation’s funding needs and to implement a fundraising and supporter engagement strategy for doing so, across a range of funding and income generating sources.
* Build a sustainable programme of individual, corporate, legacy, and trust donations that will ensure our long-term financial stability.
* Maximise our funding and income generating streams by working with the Chief Executive Officer and Business Services Manager in the compilation of high-quality funding applications and bids, grants and submissions to statutory bodies, charitable trusts, and foundations.
* Ensure all grant funding is subject to monitoring and review and appropriately reported on in the timeframes required.

**RELATIONSHIP BUILDING*** Maintain stakeholder confidence by building long term, mutually beneficial working relationships and partnerships with external stakeholders, regulatory bodies, local authorities, government bodies and the public and becoming the Programme and Funding face and ambassador for Kirkcaldy YMCA.
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| **PEOPLE MANAGEMENT** |
| The Programme and Funding Manager creates a structure and develops people in roles that enables the effective delivery of Kirkcaldy YMCA’s programme of activities and the negotiation of funding and grants. The people management responsibilities of this role include but are not limited to the following:* Support the Chief Executive Officer to create and maintain a positive culture in Kirkcaldy YMCA by establishing clear standards of conduct and respect, valuing diversity, engaging, listening to, and including each team member as part of the solution.
* Work collaboratively with our Business Services Manager to identify and activate cross-programme opportunities.
* Liaise closely with the Programme Team ensuring the programme of activities is well run and team members feel valued and equipped to work effectively.
* Inspire and support the team to meet their goals and understand how their contributions are vital to achieving our charitable purpose.
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| **KEY SKILLS AND QUALIFICATIONS** |
| This role involves a high level of responsibility with pivotal decision making affecting the future of Kirkcaldy YMCA, it’s beneficiaries and its employees. Success in this role requires senior management and leadership experience, skills and qualifications which should include but are not limited to:* Qualification in Programme or Project Management or equivalent experience of facilitation and programme management.
* Qualification and practical experience in Community Learning and Development.
* Demonstratable experience of working in a fundraising capacity and of generating income from a wide range of funding sources.
* Experience of working in the third sector.
* Strategic thinking and the ability to keep the bigger picture in mind.
* Authentic and practical leadership skills and the ability to inspire others.
* High level communication and relationship building skills
* A range of IT skills including knowledge of Microsoft Word, Excel, Outlook and PowerPoint.
* Excellent attention to detail and strong organisational ability.
* The ability to be decisive in high pressure situations.
* Commercial awareness and operational sensitivity.
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