



**CARERS
TRUST**

**Programme Lead (Scotland)
Recruitment Pack**

Programme Lead

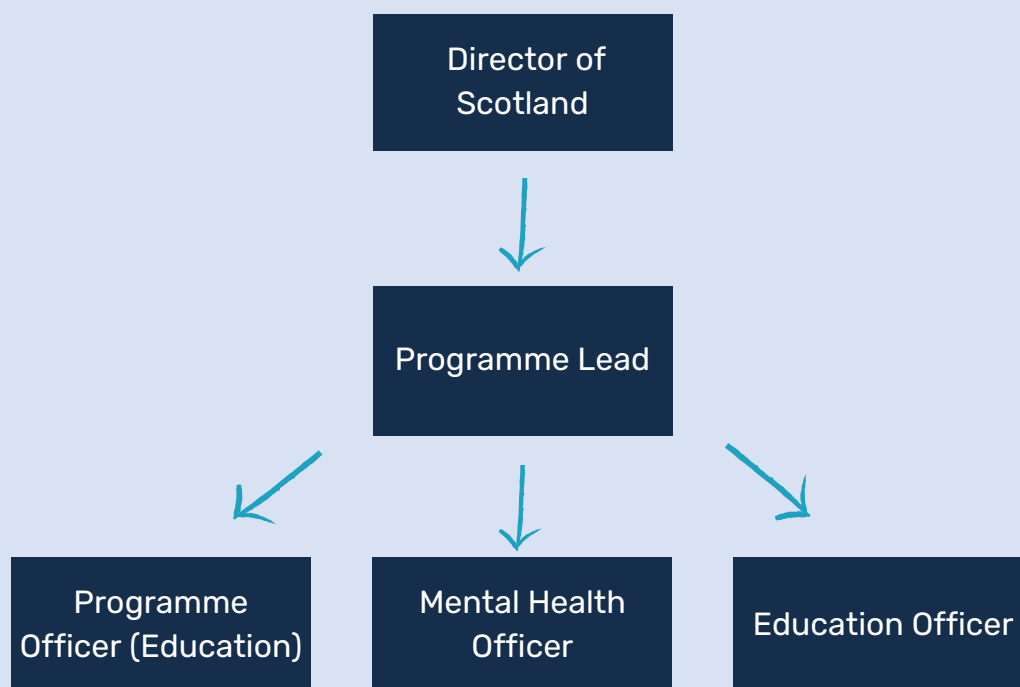
Scotland

Contract: Permanent, full time

Hours: 35 hours per week

Salary: £43,000 - £46,000 per annum

Location: Anchored to the Glasgow office. Minimum expectation of being present at least one day a week in the office.



Why this role is pivotal to Carers Trust

The Programme Lead for Scotland is a vital role, sitting at the heart of the Scotland Team.

We are looking for a passionate programmes specialist with experience of programme development and management, income generation and stakeholder engagement who is passionate about social justice and social change. This role has the potential to transform the support available to those with caring responsibilities across Scotland and to enhance capacity in and the impact of local carer organisations.

Working closely and creatively with colleagues across Carers Trust, the postholder will ensure that we develop impactful partnerships and propositions to deliver impactful programmes, develop commercial and scalable models and products and help foster a more entrepreneurial spirit across Carers Trust.

The successful candidate will be equally confident in the creation of new opportunities and in ensuring ambitious delivery against existing programme targets. They will have a strong track record of developing transformational programmes that deliver clear impact for beneficiaries and income to support long-term sustainability,

In this role **you will**



The Programme Lead for Scotland will be an entrepreneurial, driven and creative leader responsible for the development and delivery of key national programmes, ensuring that lived experience is at the heart. Working with the Director for Scotland and colleagues across Carers Trust, they will lead and line manage a small staff team to deliver ambitiously against programme objectives, creating a supportive team culture that promotes creativity, innovation and autonomy.

Key to this role is building partnerships with our Network of local carer organisations and external agencies across the private, public and third sector. Together, we design, deliver and fund innovative programmes that support those with caring responsibilities to live fulfilling lives alongside their caring roles.

The Programme Lead for Scotland will work with colleagues from across the UK to identify and secure funding from a diverse range of sources-including grants and corporates- to develop, deliver and scale our impact. This role has a cross-nations focus and will require a dynamic leader who is confident working in a connected way across UK teams.

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 Scotland.
- Work in partnership with internal and external stakeholders to ensure maximum return on investment from our programmes in Scotland.
- Develop programme specifications and supporting evidence for unpaid carers of all ages, to create a compelling case for support to generate partnerships across the private, public and third sector.
- Lead programme development from ideation stage to completion, within our UK programme cycle structure, with a strong focus on maximising impact and reach and generating the income to make this possible.
- Work with the Executive and Leadership teams to transform strategic priorities into compelling fundable programmes, products and services.
- 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 for Scotland to ensure a well-managed project budget and maintain programme risk registers in line with Carers Trust's procedures and the funders' requirements.
- Lead the planning for and delivery of complex activities, including multiple projects identifying and acting on opportunities to improve implementation.
- Perform reviews and assist in ongoing project analysis, providing recommendations on next steps and identifying risks and opportunities.
- Deliver programmes to budget, making appropriate use of funds to achieve maximum impact for unpaid carers and local carer organisations.

Partnerships and Stakeholder Management

- Steward key relationships with external stakeholders developing trusted partnerships focussed on maximising programme reach and impact.
- Work with the fundraising team, secure funding support from a diverse range of sources, including corporate sector partnerships.
- Identify and build key relationships with corporate partners to secure income and buy-in for our programmes.
- Lead national steering groups and key strategic meetings to support project delivery and promotion of the programmes to key stakeholders.

Our ideal candidate

Experience

- Leading the development of an ambitious and impact focused programme pipeline
- Working within UK-wide or multi stakeholder 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

Skills, abilities, and personal style

- Inclusive, creative and entrepreneurial approach to programme development and delivery
- Innovative, able to identify new opportunities that will attract new partnerships and support the development of new programmes and products

- Exceptional communication and interpersonal skills
- Confident networker with the ability to inspire and motivate senior level audiences both internally and externally
- Excellent financial management abilities, including reporting and analysis
- Tenacious and results-oriented
- Ability to prioritise, work at pace, and under pressure.
- IT literate; can produce high quality proposals, presentations, and reports

Knowledge and understanding

- Strong support for Carers Trust purpose, vision, and values
- Understanding of the issues impacting unpaid carers and local carer organisations in Scotland
- Strong contacts across the private, statutory and third sector in Scotland
- A knowledge of and a commitment to anti racism and the wider EDI agen

Remember – even if you don't have everything listed above, it's worth putting in an application. We don't expect every candidate to have all the experience above.

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: Thursday 15th January

Expected interview dates: Late January