

# SENIOR PROGRAMMES MANAGER

- x1 12-month fixed-term contract (maternity cover)
- x1 18-month fixed-term contract (secondments welcome).

## **Job pack**

**Closing date:** 23:59 on Monday 15 June 2025



# Contents

Job description.....	3
Foundations' Culture Code .....	8
Staff Benefits .....	10
How to apply .....	11



# JOB DESCRIPTION

## Senior Programmes Manager

<b>Purpose:</b>	Lead the grant-making and management of a portfolio of grants for intervention implementation, evaluation, and research projects, ensuring that these are planned, managed, and delivered on budget and on time.
<b>Responsible to:</b>	Head of Programmes
<b>Responsible for:</b>	Programme Manager
<b>Number of hours:</b>	35 hours/week
<b>Length of contract:</b>	1x Fixed-term contract until March 27 and 1x 12-month contract (Maternity cover)
<b>Salary:</b>	£53,300 plus generous benefits

## The organisation

Foundations strives to be a great place to work, where everyone is high performing and where together we achieve impact that makes a real difference for vulnerable children and families. We focus on generating and championing high quality evidence, working directly with government and local leaders to provide practical solutions and encourage change. We're an organisation with ambitious aims and our people are essential to our success.

## The role

Foundations is a grant funder, specifically funding the generation of impactful evidence for vulnerable children and families. The programmes team plays a critical role in developing and implementing our funding strategy, is responsible for our funding processes, and oversees a portfolio of grants. We're different to other delivery funders in the sector in that we only fund intervention delivery in order to achieve our evidence-generation strategy. This means we provide grants to delivery partners to ensure they have the capacity to take part in rigorous evaluation work and facilitate evidence-generation activities.

The postholder's role is to lead the grant funding and oversight of a complex portfolio of programmes that will be independently evaluated, ensuring these are delivered to a high standard, on time and within budget.

**We are currently unable to offer sponsorship. Please ensure you have the right to work in the UK before applying.**



## Key tasks

### Grant funding

The postholder will manage the process of identifying, selecting and awarding a portfolio of grants including leading grant funding processes, and will:

- Contribute to the scoping stage to support the identification of new evidence generation opportunities
- Lead the design and development of funding calls, seeking appropriate sign off from senior decision makers
- Lead the implementation and coordination of funding calls, by acting as the internal project lead, bringing together a cross-organisational working group, and ensuring the funding call is managed to time
- Plan and manage the process of assessing, reviewing, and awarding delivery grants
- Assess, score and shortlist grant applications
- Ensure that decision-makers have all the information required in order to be able to make decisions about which projects to fund, and which evaluators to appoint
- Oversee the development of contracts and grant agreements with grantees to ensure these are produced accurately and in accordance with Foundations' policies and procedures
- Work closely with grantees in the set-up phase of projects to ensure the effective delivery of projects and support with troubleshooting as needed.

### Grant management

The postholder will act as the internal project lead to effectively oversee a portfolio of interventions and their corresponding evaluations. They will coordinate a cross-organisational working group, made up of colleagues across our Evaluation, Practice Development, Policy, Strategy and Operations teams to manage the selected grants. While the day-to-day grant management of individual grants will be done by a Programmes Manager or Evaluation Officer, the postholder will have overall responsibility for monitoring their portfolio by:

- Working closely with our grant-funded Delivery Partners through the lifecycle of the grant, offering guidance and support where needed, while managing the grant monitoring and reporting processes to ensure accountability, learning, and continuous improvement
- Ensuring roles and input within the cross-organisational working group are clear and well-sequenced, maintain strong communication and coordination across teams, and proactively identify and manage internal risks or dependencies to keep work on track
- Working collaboratively with colleagues in the wider organisation to ensure that they are engaged effectively and appropriately across the lifecycle of the grant
- Overseeing the project timelines and budgets as well as any changes to these. Where there are changes (to scope, budget, timelines) ensuring that due process is implemented and followed



- Identifying and managing risks to programme delivery and evaluation and propose solutions to resolving these, escalating to the Head of Programmes as needed
- Quality assuring deliverables such as evaluation and implementation protocols and reports (progress reports, interim reports, final reports)
- Overseeing the production of evaluation reports, ensuring that the process is well planned and coordinated across the organisation
- Supporting the Impact Team with dissemination, to maximise the impact of any evaluation and research findings.
- Ensuring effective close-down of completed projects.

## **Line management**

The postholder will manage one to two Programmes Managers and will:

- Ensure they are well supported and motivated, providing pastoral support and regular one-to-ones
- Delegate work effectively, ensuring that workloads are manageable
- Ensure the organisation's values and commitment to equality, diversity, inclusion, and equity (EDIE) are communicated and shared with the team.

The postholder, acting as a project lead, will also oversee and delegate work to others within the cross-organisational working group in a matrix management style.

## **External stakeholder management**

- Build and maintain strong, collaborative relationships with and between a diverse range of external stakeholders to ensure the effective delivery of the programmes of work. This will include Delivery Partners (typically charities and third sector organisations delivering interventions), evaluation partners, consultants and occasionally Local Authorities, funders and other stakeholders
- Support the Head of Programmes (and others) with reporting to funders.

## **Develop and improve processes and systems**

- Contribute to the development and maintenance of the project management tools, policies and approaches needed to support effective grant-making at Foundations
- Contribute to the continuous improvement of organisational guidance, decision-making, and grant management processes based on learning and best practice.

## **Other**

- Lead on specific time-bound projects (in addition to the portfolio of programmes) where needed and as agreed.



## Person specification

Requirement	Essential	Desirable
<b>Qualifications and training</b>		
1. Master's degree in relevant subject or equivalent experience		X
<b>Experience</b>		
2. Significant experience of managing large, complex, multi-stakeholder programmes or projects	X	
3. Experience of grant-making, commissioning and/or grant/contract management	X	
4. Experience working on projects related to one or more of Foundations' strategic priority areas		X
5. Track record of successful budget management including reviewing, rephasing and realigning budgets	X	
6. Line management experience		X
<b>Knowledge, skills, and abilities</b>		
7. Familiarity with research and evaluation methods (including randomised controlled trials, quasi-experimental design, and feasibility studies)		X
8. Adept at working in a fast-paced environment with a demanding workload and competing priorities	X	
9. Knowledge of barriers to research in early intervention and children's social care, or related areas (for example: child/young people's mental health; domestic abuse; violence against women and girls, education)	X	
10. Excellent interpersonal, communication and presentation skills; able to present research to non-technical audiences	X	
11. Knowledge of the What Works agenda and an interest in evidence-based practice and decision-making		X



Requirement	Essential	Desirable
<b>Personal qualities</b>		
12. Motivated to improve outcomes for children and families	X	
13. An active commitment to anti-racism and ensuring that equality, diversity and inclusion is part of all work.	X	

## Additional information

### Data protection

If staff have contact with computerised data systems, staff are required to process and/or use information held on a computer in a fair and lawful way. Staff are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### Safeguarding and Equality, Diversity, Inclusion and Equity (EDIE)

Foundations is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. Foundations is committed to building a diverse, equitable and truly inclusive organisation. All posts (and postholders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

If you're interested in finding out a little more about what this means for our organisation and our work, please see our [EDIE page on our website](#).



# FOUNDATIONS' CULTURE CODE

Foundations is an impact driven organisation, where everything we do is to improve outcomes for vulnerable children and families.

Our mission is to generate and champion actionable evidence that improves services that support family relationships, because we believe every child should have the foundational relationships they need to thrive in life.

The culture at Foundations is what makes this possible: our shared values, the social purpose and high impact of our work, the opportunity to work with excellent colleagues, the ability to develop skills and experience, and our competitive salaries. We want Foundations to be the place you can do the best work of your life.

## Accountability, autonomy and support

People thrive when they are working with great people, when everyone is working together and playing their part. At Foundations, staff have accountability, autonomy, and support. By harnessing the power, ideas, and energy of all of us we are empowered and accountable for delivering excellent work. We support each other to be the best we can be, through strong and effective line management, and through the wider culture at Foundations.

## High performance

Foundations has an expectation that everyone is high performing, so we can improve the lives of vulnerable children and families. We achieve this by investing in excellent line managers and having a strong feedback culture that we train everyone in. We also use Objectives and Keys Results (OKRs) to keep us on track. OKRs are set quarterly at an organisation, team and individual level and are a collaborative goal-setting tool used to set challenging, ambitious goals with measurable results. Our approach means that we dedicate organisational energy where it's needed and are flexible and responsive to changing priorities.

## Pay

As our expectations are higher than some other employers, we pay in the upper quartile for our sector. Fairness and transparency are at the heart of our pay framework, and we believe that everyone in the same role should be paid the same salary. This reduces pay inequalities that typically emerge in performance-related pay models. Our pay framework is different:

- Everyone at Foundations is highly paid for their role
- Pay is not linked to performance, as high performance is expected



- We don't negotiate on salaries, including when we are recruiting
- Our pay framework is simple, fair and equitable
- Pay progression happens regularly – through cost-of-living increases and regular benchmarking
- Everyone is paid London salaries, regardless of where they live.

## Values and behaviours

People join Foundations because they care about the work we do. Our multi-skilled team is brought together by a shared values and the behaviours we expect to see.

**We are transparent in our decisions and actions.** We are always clear about the work we're doing, the quality we expect and the messages we share with our partners. We keep our promises, and we won't shy away from difficult conversations.

**We are rigorous in everything we do, using our expertise and critical thinking to produce high-quality work so that we are a trusted voice.** We use our time and resources to do things properly and to a high standard.

**We are collaborative in our work and our relationships with partners, funders, colleagues and the families and children we serve.** From working with other funders to make substantial investments in evidence generation, to giving power to people who have lived experience of the services we're trying to improve, our partnerships make an enormous difference to the impact of our work.

**We champion Equality, Diversity, Inclusion and Equity.** We know that the children and families we serve are affected by disadvantage and discrimination that directly reduces their chances of living in a loving and stable family environment. Understanding how services and interventions work for everyone, and actively seeking out what works for specific groups of people, helps us achieve our mission and vision. And we want a staff team that reflects the diversity of our community, and this means we work hard to be inclusive and accessible, and we are striving to be an anti-racist organisation.

**We make an impact.** We start all our work by questioning whether it will have an impact and we continually reflect on whether this bears out. Even when it's difficult to do so, we will change course if it means our work will be more impactful.

We are ambitious and optimistic about the change Foundations will make to improve family relationships for vulnerable children.



# STAFF BENEFITS

Foundations has an excellent package of staff benefits, alongside high salaries, to support our high performing team.

Paid leave	<ul style="list-style-type: none"><li>• 30 days annual leave, plus one extra day off for your birthday</li><li>• Paid bank holidays, up to 3 can be switched for religious observance</li><li>• Up to five days carers' leave, in a 12-month period, three days paid</li><li>• Paid compassionate leave</li><li>• Enhanced sick pay</li><li>• Enhanced parental leave and pay</li></ul>
Health and wellbeing support	<ul style="list-style-type: none"><li>• Employee Assistance Programme with 24/7 counselling, legal &amp; information line</li><li>• Unlimited access to 24/7 GP</li><li>• Second medical opinion service</li><li>• Mental health support</li><li>• Health check</li><li>• Nutrition consultations</li><li>• Online fitness programme</li><li>• Online portal and access to the Smart Health app</li><li>• Services available to partner and dependents</li><li>• Life cover at x4 annual salary</li><li>• Bike to work scheme</li></ul>
Eye care	<ul style="list-style-type: none"><li>• Free eye test and contribution towards glasses</li></ul>
Pension	<ul style="list-style-type: none"><li>• 6% employer and 3% employee contribution. No limit on any additional employee contributions made via auto enrolment</li></ul>
Professional memberships	<ul style="list-style-type: none"><li>• Professional membership paid, where needed to fulfil role</li></ul>
Staff Discount Scheme	<ul style="list-style-type: none"><li>• Provided by PerkBox; includes discounts across a range of shops and services</li></ul>



# HOW TO APPLY

We look forward to receiving your application.

Please apply via the following link on the NFP People website:

<https://applications.management/applynow/cbff18c69c9767cc?t=2db1120a-43b9-4215-bbb8-39of6ddba5df&S=Foundations>

**Applications close at 23:59 on Monday 15 June 2025.**

Interviews will be held online on 24 and 25 June 2025.

If you could like an informal conversation whilst applications are open, please contact the hiring manager: [Charlotte.scholten@foundations.org.uk](mailto:Charlotte.scholten@foundations.org.uk).

**We are currently unable to offer sponsorship. Please ensure you have the right to work in the UK before applying.**