

JOB DESCRIPTION

Summary job details:

Job title:	Director of Programmes, Partnerships and Advocacy (PP&A)
Contract basis:	Permanent, full-time
Reporting to:	Chief Executive Officer (CEO)
Responsible for:	Managing Embrace's Programme, Partnerships and Advocacy team - 4 Programme Managers and an Advocacy team member to be recruited.
Job Band:	1

Job description:

Purpose:

The Director of Programmes, Partnerships and Advocacy is responsible for leading the planning, development and implementation of Embrace's partnerships, advocacy, and grant-making as we seek to sustain and develop Christian social witness in the Middle East. They will foster collaborative relationships with all colleagues, provide leadership to the Programme, Partnerships, and Advocacy team, and develop our advocacy reach across the UK, representing Embrace in public fora and working closely with the Chief Executive and other members of the Leadership Group in the strategic management of the charity.

Key responsibilities:

1. Partnerships and Programmes

- Lead the charity's partnerships team, grant-making operations, providing inspiring leadership and operational direction aligned with Embrace's strategy and theory of change.
- Oversee the implementation and development of our partner due diligence and regulatory compliance, and the effective monitoring and evaluation of funded projects, working with Programme Managers to maintain a consistent and effective approach across our partnerships.
- Support Programme Managers in maintaining and developing relationships to build trust, shared understanding, and impact. Including investing personally in building relationships with a wide range of senior partner stakeholders.
- Oversee implementation of the annual grant budget in accordance with agreed grant-making targets and the charity's overall budget.
- Monitor and be accountable to the CEO and the Board for all programmatic delivery, including the regular assessment of impact, and collation of data to inform strategic direction and operational activities.
- Support the Director of Fundraising in resourcing colleagues to raise funds from trusts, foundations and Embrace supporters.

2. Advocacy and Influence

- Drive the development of Embrace's public and private advocacy, increasing our reach through effective lobbying and campaigning consistent with our theory of change and strategic vision and mission. Working in close collaboration with the Director of Fundraising and the CEO.
- Steward and develop senior contacts relevant to our advocacy and influencing work, including Bishops, senior church leaders and Christian figures, and politicians, working closely with Church Engagement colleagues.
- Encourage and oversee cross team collaboration in the delivery of advocacy, campaigns, and wider public engagement.
- Collaborate with the Director of Fundraising - ensuring quality and cohesion of messaging, and monitoring the integrity, quality, and impact of Embrace's advocacy.
- Seek out opportunities to advocate for Embrace and its work in public fora and in the media.
- Monitor and be accountable to the CEO and Board, alongside the Director of Fundraising, for advocacy delivery, including ensuring appropriate reputational safeguards are in place and providing regular assessment of impact.

3. Strategy and Leadership

- As part of the Leadership Group, contribute to the shared leadership and strategic management and planning of the charity with a particular emphasis on building a strong, inclusive, enabling working environment in which all staff feel safe, appreciated, and where they are able to develop, contribute to the best of their ability and see that contribution appropriately recognised and rewarded.
- Support the CEO in managing risk across the charity's operations and particularly in areas relevant to programmes (travel, safeguarding, finance) and advocacy (reputation).
- Attend Embrace Board meetings and committees as required, leading the preparation and servicing of the Programmes and Public Engagement Committee in consultation with the Chair and CEO.
- To foster the existing strong ethos of collaborative working across the organisation, working closely with the Directors of Fundraising and Shared Services and Head of HR and Culture, to create a unified approach and a dynamic inclusive culture to which all are encouraged to contribute.
- Model the charity's core values of trust, respect, integrity and compassion to staff, supporters, and other stakeholders.
- To be confident in articulating the Christian vision and values of Embrace the Middle East whilst showing respect for others of different faiths or no faith.

4. Team Leadership and Management

- To provide inspirational leadership to the team, empowering them to support the Charity in every way possible to fulfil its vision and charitable aims, equipping the team with the necessary blend of skills and experience to ensure operational excellence whilst encouraging innovation, creativity, boldness, and a sense of enjoyment.
- Promote, within the programmes and partnerships team, and more widely, a process of continuous professional development in Development, Advocacy, and International Cooperation, keeping abreast of sector developments, trends, and best practise.
- Line manage team including weekly and monthly catch-up meetings and annual performance appraisal reviews to ensure efforts aligned with team goals and organisational strategy.

- Develop a spirit of collaboration and co-operation between the team and the wider community of Embrace.
- Set and exercise control over P&P budgets and monitor expenditure monthly.

5. Support the Charity in every way possible to fulfil its vision and charitable aims

- Have a duty of care for colleagues bringing any concerns promptly to the notice of HR in the first instance.
- Model the Charity's core values of excellence, accountability, respect, integrity, trust and Compassion at all times.
- Ensure you fully understand and uphold your safeguarding responsibilities and trust inherent with your role
- To maintain professional boundaries with those you come into contact with and avoid behaviour which might be misinterpreted as inappropriate use of the trust inherent with your role at Embrace.
- Undertake training as required to keep up to date with the changing requirement of the role.
- Adhere to Embrace's policies & procedures at all times.
- To maintain sympathy with the Christian character of the Charity.
- Develop and maintain excellent working relationships with colleagues throughout the charity.
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertake, as required, any other duties compatible with the level and nature of the post.

Person specification

Attribute	Essential	Desirable
<u>General Education</u>	Educated to degree level equivalent, obtained either through experience or academic achievement within the sector (E.g. International Development, Human Rights, Policy, Advocacy and Campaigning)	Familiarity with Arabic.
<u>Genuine Occupational Requirement</u>	Because of the essential Christian context of the role, it is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian.	
<u>Skills and abilities</u>	Proven ability to understand and advise on the challenges that small development organisations and/or INGOs face when working in the Middle East.	

	<p>Ability to lead the development and realisation of effective policy and advocacy campaigns to influence senior individuals and institutions.</p> <p>Collaborative and imaginative leader who enjoys seeing others develop and flourish.</p> <p>A calm organised and strategic thinker who performs under pressure and multi-tasks effectively.</p> <p>A natural influencer and able to act as a spokesperson in public forums and in the media.</p> <p>A relationship-builder, able to support the organisation's relationships with external partners, including with parliamentarians, other political or policy decision makers and civil society partners.</p> <p>Ability to express ideas, persuasively and concisely in writing.</p> <p>High level of operational expertise, exercising a substantial degree of independent professional responsibility and discretion.</p>	
<p><u>Experience</u></p>	<p>Leadership and line management experience, including budget setting/management.</p> <p>Strategy development and implementation</p> <p>Grant-making, either as a grant maker or recipient of grants and the accompaniment of civil society organisations in the Middle East, or elsewhere internationally.</p> <p>Experience of management in an international development context</p> <p>Working with complex policy issues in a highly politicised setting, including policy research and development</p> <p>Cultivating relationships and influencing senior external stakeholders including Christian and church leaders, Bishops and politicians, engaging them to advocate and bring change on issues such, justice and human rights.</p> <p>Delivering presentations/ public speaking</p>	<p>First-hand knowledge of the development issues in at least one Embrace target country</p> <p>Cultural awareness of the Middle East and/or experience of the issues of the region</p> <p>Worked in/or with a faith-based organisation.</p> <p>Technical expertise in policy research and development.</p>
<p>Personal qualities</p>	<p>A natural collaborator, comfortable with complexity and able to quickly digest and simplify complicated or nuanced policy or legal issues in a way that others can understand.</p>	

	<p>A strategic thinker, capable of scanning the horizon for threats and opportunities, identifying effective pathways to potential positive impact.</p> <p>Creative and innovative, and eager to encourage and support others' creativity.</p> <p>Inspired to supporting our partners to transform lives, and restore the dignity of the most excluded and marginalised.</p> <p>Self-motivated and able to work under pressure and prioritise effectively.</p> <p>Willingness to carry out overseas travel, circa 5 weeks per annum.</p>	
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Detailed job particulars and circumstances

Job Title: Director of Programmes, Partnerships and Advocacy

Location: This is a hybrid-role with the requirement to work at Embrace's office, in High Wycombe, at least 2-3 times a month to build and maintain team cohesion and collaboration.

Contract basis: Permanent / Full-time (36.5 hours per week)

Hours of work: 8:30am – 5:00pm with the option to work flexi-hours (see details below)

Salary: £60,000 - £65,000 per annum.

Benefits at Embrace the Middle East:

- To support every member of staff to work as effectively as possible, Embrace offers remote and flexible working arrangements. This includes flexi-time and home-working arrangements.
- Embrace's flexi-time framework means that staff can vary, by agreement with their manager, their start and finish times, taking into account the needs of their work and personal preference/circumstance. Staff are required to start work between 7:30am – 10:00am and finish between 3:00pm – 6:00pm. Our core collaborative working hours are between 10:00am to 3:00pm.
- Pension - option to join from day 1. Maximum employer contribution of 10%
- Holiday - 30 days, including 8 bank holidays – rising to 31 days after 5 years' service and 32 days after 10 years' service, plus 3 days leave between Christmas and the New Year
- Flexi-time working arrangement and support for home-working allowance.
- Reimbursement of pre-agreed travel expenses.
- Life Assurance - 3x salary.
- Employee Assistant Programme (confidential counselling, legal and financial advice) and GP helpline – both available 24 /7, 365 days a year
- Training and development programme for all employees.
- Commitment to staff health & wellbeing.

Probationary period: 6 months