



Job Description Director of Programme

Salary: Grade 7
Reports to: CEO

Job Summary

As a member of the Senior Management Team (SMT), the Director of Programme (DP) works with the CEO and other senior colleagues to determine and manage the development and strategic direction of Scottish Book Trust. The DP is also responsible for overseeing all SBT programmes and leading on their strategic development. The post line manages the Heads of Programme, leads the Management Team which they are part of and ensures SBT's programmes are effective, impactful and delivered to the highest standards.

Key Responsibilities:

- Work closely with SMT colleagues to contribute to the development and delivery of SBT's strategic business plan
- Build relationships with key stakeholders and network to support the strategic development of SBT programmes, seeking out opportunities for growth which deliver SBT's strategic aims
- Represent SBT in high level negotiations and discussions with key funders to secure programme funding and development
- Lead and oversee the planning, design and development of all programmes, working closely with Heads of Programme to set outcomes and develop content
- Research and stay abreast of the latest developments in theory and practice in all areas relevant to SBT programmes, and promote this intelligence within the charity
- Promote and embed best practice in programme evaluation: monitoring and assessing the impact of programmes and driving continuous improvement
- Create powerful and effective reports, for internal and external use, which demonstrate the effectiveness of SBT's work, including reporting to the SBT Board
- Support Heads of Programme to set and manage programme budgets
- Lead and line-manage the Heads of Programme to achieve their objectives, manage their teams effectively, and to perform at their best and in accordance with SBT's values
- Lead the Programme Management Team to promote collaborative working and deliver effective communications and decision-making processes across the organisation
- Work with the Fundraising Manager, as required, to prepare major funding bids and applications
- Attend sector conferences, forums and groups, presenting as required, and act as an ambassador for SBT 's work and strategic aims
- Actively manage own professional development, seeking out opportunities for learning and growth and acting as a role model for the charity's values in action

Skills & Experience

- Educated to degree level
- At least 5 years' experience at a senior level in programme development and management
- Evidence of high-level strategic and creative thinking
- Experience of working with a Board, reporting on performance and developing policy and strategy
- An in-depth knowledge of arts, educational and cultural policy and its political context, at local and national level
- Sound knowledge of current theory and practice in literacy and education and related social issues
- Experience of delivering innovation and change and engaging staff in a culture of creative excellence and continuous improvement
- Experience of managing and reporting on substantial budgets
- Excellent negotiating, influencing and relationship-building skills, showing evidence of successful engagement with high-level external stakeholders
- Outstanding written and verbal communication skills with experience of presenting at high profile external events and conferences
- Well-developed planning and project management skills with the ability to manage complex programmes with multiple competing priorities and deadlines
- Considerable team leadership, line management and people development experience with proven ability to inspire, motivate and coach staff performance