

Job Description

Position: Head of Programmes
Responsible to: Executive Director
Salary: Circa €40,000 per annum

Objectives

The Fare network is a unique organisation working to achieve social change through football, tackle discrimination in the sport and push for greater diversity and equality. We have offices in London and Amsterdam.

To lead the planning, implementation and delivery of our projects and programmes, we are looking for a talented individual who understands the power of football, can see a wider strategic picture, can deliver multiple initiatives, and manage a team.

Specific Functions and Responsibilities

Project Management

- Oversee the organisation's projects and programmes, including setting deadlines, assigning responsibilities and leading on monitoring and reporting
- To produce and maintain operational plans for project delivery
- To monitor and evaluate the performance of projects and programmes
- To organise and attend operational project meetings, events and workshops
- To maintain and build good relationships with members, partners and other stakeholders
- To support the implementation of communication activities
- To contribute to the wider activities and objectives of Fare as required

Partnership Development

- Explore new opportunities that add value to the organisation.
- To manage external communication and the maintenance of good relations with partners, ambassadors and stakeholders
- To support and foster relations with the Fare membership, identify their expertise, and share opportunities and practice with them

Campaigns, Grants and Community Development

- Coordinate and manage important campaigns such as the #FootballPeople weeks
- Work with grassroots partners to grow their ideas through developing and managing grant schemes
- Develop events and activities and work with community groups and fans on campaigning activities
- Assist in the processing, monitoring and evaluation of campaigns

Fundraising

- To generate income streams for Fare including grants, commissions and contracts from inter-government agencies, footballing authorities, or other funding agencies and help develop sponsorship offers
- Identify opportunities for funding, and be able to plan, write and submit funding proposals

Delivery

- To have an understanding of priorities with a focus on sport for social change
- To find partners, and manage external experts and suppliers, to deliver programmes to high standards
- Represent Fare at industry events
- Deliver tailored presentations, facilitate workshops and sessions within the scope of Fare's objectives
- Develop and streamline processes to collect data for impact measurement
- Create and maintain comprehensive documentation across all Fare programme
- To support the development and publication of communication materials and campaigns resources

Staff and Management

- To offer guidance to staff members working on partnerships and project management
- Work alongside the Head of Communications and contribute to external communications by managing information and operational processes
- Work alongside the Finance Manager and ensure cost efficient delivery of projects
- To support the Executive Director, Chair of the Board and the Fare Board through contributing to the overall good governance of Fare

The Ideal Candidate will

- Have at least 3 years project management experience and relevant work experience
- Have a practical understanding of social change initiatives
- Have experience of delivering multi-stakeholder projects
- Have experience of delivery of European Commission funding programmes
- Have excellent interpersonal, and communication skills in English - verbal and written
- It will be an advantage if you are fluent in at least one other European language
- Have good leadership and organisational skills
- The ability to manage project meetings in person and online
- Have experience of planning and managing a workload across multiple projects
- Be able to demonstrate experience of identifying, communicating, and resolving potential risks
- A high level of attention to detail and accuracy and be proficient at solving problems
- An ability to multi-task and work to tight deadlines
- The ability to work independently and communicate effectively to the rest of the team

Our offer to you

- A Permanent position with a decent salary and good terms
- A dynamic and creative international team located in London
- A stimulating international work environment

As part of this position you will be required to work occasional evenings and weekends and travel within Europe.