

Job Description

Job Title:	Programme Director
Reports to:	This post will be line managed by the Managing Director of Visit County Durham Limited. There will also be a line of reporting and accountability to the Programme Executive Board.
Contract:	Fixed term contract ending on 31 st March 2027
Hours:	37.5 hours per week, the postholder will be required to be flexible in approach and work outside of normal office hours on occasional evenings and weekends as required.
Salary:	£60,000 to £65,000 per annum
Location:	Your main place of work will be Salvus House, Aykley Heads, Durham – VCD Ltd operates a hybrid working model

Job Purpose:

The Programme Director for the Into the Light Programme is responsible for leading the strategic direction, management, and successful execution of Into the Light, a multi-million-pound, multi-partnership cultural programme in County Durham.

This dynamic role entails developing comprehensive strategic plans aligned with organisational objectives and stakeholder priorities, leading programme fundraising and reporting, ensuring partnership and stakeholder relationships, and embedding collaboration across all programme activity.

The Director will be instrumental in ensuring that the programme addresses place-specific challenges through cultural and creative interventions that lever local assets, empower communities, grow the cultural infrastructure and share outcomes and experiences locally, regionally, nationally and internationally.

The Programme Director will play a pivotal role in driving innovation, fostering creativity, and building the capacity and resource to ensure the delivery of cultural experiences that inspire and engage diverse audiences and participants.

Principle Responsibilities:

- Manage and lead all aspects of the strategic planning, implementation and delivery of the Into the light Place Partnership programme aligning with agreed programme goals, objectives and the priorities of funders, lead partners and stakeholders, including the host organisation.
- Manage the programme budget effectively, ensuring resources are allocated efficiently to achieve strategic objectives.
- Prepare regular financial updates and highlight/ monitoring reports and presentations for the funders, Programme and Advisory Boards, as required.
- Lead fundraising efforts to secure financial support from various sources, including government grants, corporate sponsorships, and trusts and foundations.

- Collaborate with programme evaluators to support the design and implementation of robust evaluation frameworks and methodologies that assess the success of the programme and ensure that valuable insights and learnings are shared throughout its duration.
- Monitor and evaluate the success of the programme against predetermined metrics and objectives, using data-driven insights to make informed decisions.
- Proactively forge links and cultivate strong relationships with partners, community leaders, businesses, government agencies, and other stakeholders to garner support for the programme's objectives.
- Develop positive working relationships with Project Leads, maintaining a clear understanding of progress and supporting Project Leads to collaborate, and to identify and address challenges and opportunities as they arise.
- Collaborate with local organisations and institutions to ensure that the programme meets the needs and interests of diverse communities.
- Advocate for the programme its mission and goals at public events, meetings, and conferences.
- With the Programme Executive Board and Project Leads ensure a cohesive approach to project and programme level communications.
- Collaborate with marketing and PR teams to develop and implement promotional strategies that effectively communicate the programme's mission, vision, and impact.
- Manage, lead and develop a core programme team for the project and foster a collaborative and inclusive work environment that encourages creativity, innovation, and teamwork.
- To take responsibility for health, safety and wellbeing in accordance with VCD's Health and Safety policy and procedures and in line with statutory requirements.
- To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.
- The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level or responsibility and the competence of the post as directed.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Degree in relevant discipline or considerable relevant experience gained in similar roles. • Evidence of and commitment to Continuing Professional Development (CPD).
Experience	<ul style="list-style-type: none"> • A very high level of understanding and significant experience of working in the culture, art and heritage sector, including up-to-date knowledge of the strategies, funding regimes, key personnel and operating procedures of the key agencies in the sector.

	<ul style="list-style-type: none"> • Extensive experience in management and delivery of large, complex, and successful cultural projects from concept to implementation. • Substantial senior level management experience gained in either the public or private sector. • Significant experience of strategic partnership working at the senior management level with a broad range of stakeholders and partners including local authorities, government-funded agencies and private sector companies. • Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies. • Proven ability to manage a significant budget and meet financial obligations. • Demonstrable success and proven track record in fundraising with significant experience of writing large scale external funding bids and influencing partner external agencies to support such bids. • Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development. • Significant experience of presenting and communicating to small, medium and large audiences.
Skills & Knowledge	<ul style="list-style-type: none"> • Exceptional interpersonal skills and the ability to build rapport and partnerships with a variety of stakeholders. • Significant skills in delivering creative and visionary projects of a complex nature. • Significant level of advanced skills in working with communities, and partners on a national, regional, and local level. • A skilled communicator, confident in articulating the programme vision, aims and objectives in any context. • Political and cultural awareness with extensive knowledge of the arts and cultural sector and an understanding of the political context and environment of local and regional government. • Sound knowledge of financial and business planning and project/ programme management. • Established networks in relevant sectors at regional and national levels.
Personal Attributes	<ul style="list-style-type: none"> • Professional with a flexible approach to work • Strategic thinker • Resilient with strong self-awareness. • Well organised, self-starter, able to act on own initiative and remain motivated to achieve high standards. • Reliable, with personal commitment to deliver as agreed.