

Programmes Development Coordinator

ABOUT CAUSE4

Cause4 is a social business founded to support charities to achieve more and better. Specialising in fundraising, income generation and programme development, we partner with charities, philanthropists and corporations that want to make change.

Founded in 2009, we are a social enterprise and one of the first certified B-Corporations in the UK. Provoking change is at the heart of our mission, and we bring together a range of expertise to work on some of the charitable sector's most pressing issues. Since 2009 we have raised over £60million for our clients.



Programme Design & Innovation

We design and deliver sector changing programmes and can support organisations from R&D through to the roll out of major initiatives.



Fundraising & Philanthropy

Our work ranges from crafting a fundraising Case for Support through to the development and implementation of complex fundraising campaigns.



Support & Advice

From our free strategy Power Hours to CEO coaching and Governance reviews, we provide a range of support to Executives, Leaders and Trustees.



Training

Our expert training ranges from the basics of fundraising to chairing a board. We deliver face to face or virtual training, extensive e-learning activities, and large-scale programmes.

ABOUT OUR PROGRAMMES

Funded by Arts Council England and the National Lottery Heritage Fund, *Cause4* leads on the delivery of two large-scale, national and public-facing programmes for arts, culture, and heritage organisations.

Arts Fundraising & Philanthropy's mission is to strengthen arts and cultural organisations' resilience and sustainability by transforming their fundraising knowledge, skills and levels of success. It is funded by Arts Council England and is led by *Cause4* with consortium partners the University of Leeds and the Arts Marketing Association. The Programme is regularly funded as a National Portfolio Sector Support Organisation through to 2023.

Heritage Compass is a business resilience programme for small to medium sized heritage organisations in England. The programme supports 300 participating organisations to review their income generation, business planning, governance and audience development through a series of training, mentoring and other learning opportunities. It is led by *Cause4* with consortium partners the Arts Marketing Association and Creative United. The programme runs until September 2022.

ABOUT THE ROLE

JOB TITLE: Programmes Development Coordinator

REPORTING TO: Director of Strategy and Programmes
(Key relationships with Head of Heritage Compass and the Programmes Operations Associate)

JOB PURPOSE: To support the delivery of *Cause4's* public programmes of work across the UK

JOB LOCATION: This role will be predominantly homeworking. There will be a requirement to attend regular team meetings in Cambridge, London or another location for which travel costs will be covered.

Salary £25,000 per annum (with regular salary reviews based on performance)

Duties and Responsibilities

Programme Management and Project delivery

- To support the team in the delivery of our programmes to achieve the outputs and outcomes agreed with our funders.
- To support with event management both online and face to face including providing technical support to participants on platforms for online training and providing excellent customer service to all engaging with our work.
- To support evaluations through providing and analyzing data to use in reporting to funders and stakeholders.
- To undertake and lead a portfolio of specific delivery projects, such as managing communications for the Question of Digital Project led by the University of Leeds and Arts Fundraising & Philanthropy's Network Funding.
- To manage the call out process for funding and our support programmes such as Fundraising Culture Change, ensuring that each one reaches a wide audience and receives the targeted number of applicants.

Marketing

- To oversee and manage the day-to-day communications of our programmes, including the delivery of marketing campaigns, participant communications and audience development research, as well as supporting junior staff members to carry out activities relating to these.
- To be accountable for achieving the public-facing training sales targets for Arts Fundraising & Philanthropy through implementation of the marketing plan.
- To ensure that downloadable resources achieve the targeted levels of engagement.
- To research and develop our audiences and networks, in line with our priority areas.
- To support updating the website on a regular basis with support from the web designer and to be a coordinating lead and contributor in writing for key publications such as the digital Now, New and Next publication.



- To create new content and assets promoting our work.
- To undertake a personal schedule of blog writing and communications in support of our Programmes and their key areas of focus.

Finance and data management

- Where delegated, to ensure effective budget management for projects, training events, issuing and monitoring invoices.
- To use the Salesforce CRM database to capture data efficiently and securely relating to our participants and clients.
- To support the Head of Heritage Compass with analysis and engagement of participating organisations.
- To work with the Programmes Operations Associate to ensure detailed financial reporting to the Director of Strategy and Programmes.

General

- Managing day-to-day administration, including diary management, filing, liaising with key personnel, collating data, and conducting phone conversations or meetings where needed.
- Keeping abreast of funding developments and items of news interest relevant to the arts, culture and heritage sectors and to share knowledge with the wider team.
- Providing the Chief Executive and other colleagues with specific pieces of research information when required.
- Taking part in training and attending any networking events as required, including potential out-of-hours events, to represent *Cause4* externally when required.
- Contributing to *Cause4*'s overall business development when required, and being pro-active in terms of personal development, working alongside the line-manager to build key objectives for growth within *Cause4*.

PERSON SPECIFICATION

Cause4 is a fast-paced agency environment, we recruit to our values and provide support for colleagues to grow and develop.

Our values are:

- **Curious** - *our culture seeks to foster ideas, encourage considered risk-taking and support creativity that will achieve the best results.*
- **Ambitious** - *we actively encourage partnerships and collaboration, supporting organisations to be open to change in a fast-changing environment.*
- **United** - *we put team-working and collaboration at the heart of all our work.*
- **Straight-talking** - *we are straightforward and honest, and our communications are simple and jargon-free.*
- **Entrepreneurial** - *we aim to develop dynamic and entrepreneurial business models that support sustainable and cost-effective programmes for charities.*

To deliver the Programmes Development Coordinator role, we'd expect you to have the following skills and experience:

- Some existing project management experience in producing or fundraising in the arts, heritage or culture sectors, or an equivalent role where your skills can be transferred to the above responsibilities.
- A broad understanding and interest in the arts, culture and heritage sectors in England.
- A thorough approach to research and attention to detail and exceptional writing skills with the ability to write in different forms and styles.
- The ability to manage budgets and a track record of achieving targets.
- An ambitious individual that is keen to develop knowledge and skills for future leadership roles in the cultural sector.
- IT literate with experience of working with Microsoft applications including Word, Excel, PowerPoint. Experience of database administration is also desirable. Confidence in managing online platforms such as Zoom or Teams.
- Thrives on working to tight deadlines, and able to turn work around within a short time span where demands are liable to change at short notice.
- Excellent social skills, able to operate with diplomacy, tact and empathy.
- Outwardly focussed and interested in new developments and sector trends,
- Ability to think laterally to maximise opportunities to promote the work of the organisation, with a commitment to tackling multiple priorities.
- Conscientious, positive ‘can-do’ attitude, and a team player who is also able to work independently and show initiative.
- Passionate commitment to the work of charities, and a strong awareness of sector potential in a challenging funding context.

BENEFITS

- Regular reviews and feedback, working closely with the Director of Strategy and Programmes to progress in your role against set objectives.
- An opportunity to fast-track your career in the arts and cultural sector, gaining an insight into all aspects of programme design and management.
- Remote working and fully flexible working options between 8am and 7pm (40 hours per week).
- An exciting opportunity to join a growing team and join us for team events, access to cultural activities, networking opportunities, skills development sessions, and more.
- Access to a range of training courses to develop your skills.
- 30 days holiday a year inclusive of public holidays.
- Private pension, health benefits and death in service insurance.
- *Cause4* is invested in the wellbeing of its staff and has a dedicated Mental Health Champion, offers a generous health cash plan and counselling support.

APPLICATION

Cause4 is a Silver Award holder for Investors in People and is an equal opportunities employer. We would welcome applications from people of all backgrounds. Our definition of diversity encompasses responding to issues around race, ethnicity, faith, disability, age, gender, sexuality, and socio-economic background.

To apply, please send your CV, a Cover Letter or Cover Video (no more than 2 pages/video application no longer than three minutes), to David Johnson, Director of Strategy and Programmes on David.johnson@cause4.co.uk by 5pm 11th February 2022. If you have any questions prior to applying please do get in touch with David directly. Please include with your application a completed [equal opportunity form downloadable here](#).