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| **Position Title** | Deputy Director – Practice & Programmes | |
| **Position Number** |  | |
| **Remuneration Band** | Band 7 +enhancement | |
| **Post Conditions** | Permanent | 35 hours per week (potential for 0.8FTE) |
| **Position Location** | London | |
| **Directorate** | Practice and Programmes | |
| **Reports To** | Strategic Director - Practice and Programmes | |
| **Direct Reports** | Assistant Director, Early Years  Assistant Director Education  Director-Anti Bullying Alliance | |

Purpose of Role

To lead NCB’s practice and delivery through a range of teams and programmes. To have strategic responsibility for NCB’s Strategy Outcome 3, Bringing Organisations Together”. To deputise for the Strategic Director – P&P when required.

Organisational Context

Since 1963 the National Children’s Bureau has been at the forefront of campaigning for children and young people’s right to a safe, secure and supported childhood. We are a dynamic and multifaceted organisation dedicated to a range of important issues affecting the lives of millions of children and young people. We champion children’s right to be safe, secure and supported, by using evidence and our expert knowledge to influence government policy, and help practitioners to do the best job possible, especially for the most vulnerable and disadvantaged children and young people.

Key Accountabilities

* To act as a national champion and lead spokesperson for early years and education issues
* To lead NCB’s strategy on the development of early years and education programmes synthesizing current programmes and seeking areas of development
* To work closely with the Deputy Director, LEAP, on the next stage of the programme and further develop synergies and approaches to legacy and sustainability
* To provide leadership and organisational management to a range of teams building an effective sub directorate to deliver change
* Lead key policy and contractual relationships with a range of funders. Accountable for the development of a strategic aim, that of “Bringing Organisations Together”
* Deliver a complex and growing programme budget effectively and efficiently, looking at income preservation and growth on an annual basis
* To actively contribute to NCB’s policy activity and seek opportunities for cross working and collaboration. To ensure all activities are undertaken in line with NCB’s strategic plans, statement of Values and Principles, and Equal Opportunities Policy.
* To deputise for the Director as necessary

Role Descriptors

Decision Making

* Strategic responsibility for NCB Strategy’s Outcome 3, Bringing Organisations Together, will develop annual operational plans to deliver the strategy, oversee the delivery of these plans and ensure the impact of work is consistently and appropriately reported each quarter
* Lead the development and delivery of all work programmes across NCB which focus on the early years and the educational opportunities for children and young people up to 25. Responsible for complex and changing budgets
* Responsible for ensuring funding is available for programmes, working closely with fundraising and others
* Accountable to Director, Practice and Programmes and Senior Leadership Team

Analysis and Initiative

* Need to work at high levels of initiative and autonomy to solve complex problems and manage risks that may have implications across directorates.
* Ensure the delivery of the strategic direction of NCB by contributing to business planning, including tracking NCB’s KPIs, strategic objectives and impact to deliver its aims and mission.
* Work closely with Research colleagues to ensure all the directorate’s work is evidence-based, needs-led and secures improvements in outcomes for children and young people
* Innovate, create, develop and deliver policy and practice for NCB across the sub directorate area
* Develop solutions to complex delivery challenges working across Education, health and care agencies and in partnership with stakeholders including parents and children.

Working Relationships

* Represent NCB in key external relationships with civil servants and ministers
* Manage key relationships with Regional leads across England
* Manage key stakeholder relationships at a senior level across voluntary sector agencies
* Manage complex, multi partner delivery contracts
* Deploy high quality influencing and negotiating skills both externally and internally in order to build strong relationships

Developing Others

* Ensure the development and support of an effective management team at AD/PO level to ensure managers are supported to develop an effective, integrated delivery programme and a peer support network
* To take strategic responsibility for a broad range of staff within the sub directorate ensuring staff are appropriately managed and supported
* To be an active member of OPEX and the Deputy Directors Group ensuring there is shared learning across broader teams
* To take responsibility for the full range of associates being used

Resource Management

* Responsible for all budgets across the sub directorate
* Responsible for financial profiles of up to £1m with key funding targets set on annual basis
* Responsible for generating income and establishing relationships with new funders. Expected to demonstrate an entrepreneurial approach to the role
* Ensure funding applications and tenders to secure work are managed effectively and to ensure work is in conjunction with fundraising and other NCB colleagues.

Knowledge, Skills and Expertise

Person Specification

* Experience of strategic leadership at a senior level including strategic planning and implementation
* Experience of managing teams across a range of disciplines including demonstrable experience and understanding of project, programme and change management processes
* A knowledge and understanding of delivering policy into practice and a commitment to the use of evidence and impact evaluation to inform all aspects of activity
* Excellent writing, interpersonal and presentation skills
* Demonstrate ability to be a strong media spokesperson for the organisation and evidence of ability to be a credible and authoritative voice in the sector
* Credibility and standing across several areas of children and young people’s issues and services
* Experience in the financial management of large budgets (setting and monitoring)
* Demonstrable experience in identifying and supporting the development of new areas of work, securing funding and achieving impact and profile
* Experience of networking and influencing senior leaders in government, local authorities, health services, the voluntary sector and researchers, including higher education
* Commitment to involving children and young people
* A personal commitment to equal opportunities and anti-discriminatory practices

Other

* This role requires significant flexible working and travel and overnight stays across England and Northern Ireland
* This role requires a DBS
* The role requires high levels of adaptability and ingenuity

Working at the National Children’s Bureau

NCB is an equal opportunity employer and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of protected characteristics or attributes.

Background Checks

To ensure we effectively safeguard the children and young people that we work with, NCB will carry out a number of pre-employment checks as part of our recruitment and selection process to enable us to make informed recruitment decisions. After interview we may ask potential staff members in relevant roles for consent to a Disclosure check which will be carried out by the Disclosure and Barring Service (DBS).

In order to process the Disclosure check, NCB is required to confirm the identity of any potential staff members. For this reason, we will seek documentation as evidence of identity and a list of the documents required will be discussed with the potential staff member by the Human Resources team. You do not have to consent to these checks being carried out. However, if consent is withheld NCB will have the right to withdraw the offer of employment.

Benefits and Conditions

NCB employees enjoy a number of benefits as part of the terms and conditions of their employment including generous leave provisions, season rail ticket loans, a flexible approach to working, an Employee Assistance Program, and workplace pension contributions.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.