



## CLORE DUFFIELD FOUNDATION JOB DESCRIPTION

**Role Title:** Schools Programme Manager  
**Reports to:** Director  
**Contract:** Permanent, 1 month probation  
**Location:** Clare Duffield Foundation, London SW3 5SR (predominantly office-based role)  
**Salary:** Up to £47k per annum pro rata, dependent on experience  
**Hours:** Full time (negotiable)  
**Holidays:** 25 days leave per annum pro rata, plus statutory holidays

*The Clare Duffield Foundation is looking for somebody who makes great things happen to develop and lead our exciting new programme of support for school trips. Our ideal candidate loves a challenge, understands what makes schools tick and cares deeply about making a difference for children. They should be persuasive and proactive, enjoy working collaboratively and have excellent relationship building skills. They will hit the ground running and join a small but knowledgeable staff team committed to ensuring all children and young people have the chance to enjoy art, culture and heritage.*

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### Overview

The Clare Duffield Foundation has been distributing funds to charities since 1964. Founded by Sir Charles Clare, the Foundation is now chaired by his daughter, Dame Vivien Duffield. It supports UK charities working in the arts, education, social welfare and health. Of particular concern is developing programmes and partnerships to create opportunities for people through art, culture and heritage in the UK, to ensure artistic talent is nurtured and supported wherever it exists and that careers in the cultural sector are open to all.

The Foundation continues its flagship Clare Learning Space programme and has new partnerships with Ark Schools, the National Saturday Club and Art Fund to further these aims. Trustees would like to develop a programme of support for school trips. Building on learning from a pilot in Glasgow, The Foundation has developed plans for support for schools and are now seeking a Schools Programme Manager to work with the Director to establish and run the programme.

This is a new role, and the post holder will join a small team of two.

### Purpose of the role

The post holder will establish and launch the school trips support programme, which will include: strategic programme development and management; communications; recruitment and selection of schools and wider project partners (for example coach companies); support and advice for schools; support and advice to the Director and Trustees to enable good decision making; programme monitoring; general grant management duties, including maintaining excellent records and developing fair and efficient funding processes. The post holder will contribute to broader strategic discussion and work on other programmes as necessary and as time allows.

## **MAIN RESPONSIBILITIES**

### **Strategic Programme Management**

#### *Planning and exploring new areas of intervention*

- Work with the Director to finalise and launch a new programme of support for schools.
- Develop a clear understanding of the field in which the programme will operate and the particular niche which the Foundation will fill.
- Maintain up to date knowledge of policy and practice in the relevant field to ensure awareness of new developments and emerging needs.
- Develop partnerships with key stakeholders working in the relevant field, including influencers, experts and delivery organisations.

#### *Implementation*

- Use learning from the pilot, research and scoping activities to design a programme of support for schools, including purpose, activities, expectations, parameters, budget and plans for roll out. This will evolve with the programme, especially in Year 1.
- Consider creating an expert panel to support programme development and implementation.
- Identify potential grantees or delivery partners; and as appropriate, design a call for proposals and contact potential applicants/open publicly.
- Advise and communicate effectively with schools making applications.
- Design and run the school selection process; work with expert advisers, the Director and Trustees to select participating schools.
- Work with participating schools to support programme design and delivery, including brokering partnerships as appropriate.
- Consider commissioning evaluation of the programme to monitor progress and transmit learning iteratively.

### **Grant and Programme Management**

- Manage the programme, including school recruitment, selection, delivery and reporting.
- Establish systems for assessing and monitoring of the programme, including financial reporting.
- Undertake related correspondence.

### **Dissemination and Networking**

- Design and implement programme communication plan to engage potential beneficiaries.
- When necessary, oversee the preparation of press releases, articles and speeches.
- Attend events, representing the Foundation as appropriate and seeking out other opportunities for connecting with stakeholders, informing and communicating the learning generated by the programme.

### **General and Administration**

- Maintain office administration for elements of the grant-making interests, including maintaining records (computerised and paper) and filing.
- Support grants management and administration more broadly, as required and time allows, including in preparation for twice yearly board meetings.
- Share responsibility for the response to general enquiries to the Foundation.
- Undertake any other duties that can reasonably be expected.

## PERSON SPECIFICATION

### Essential Criteria

#### *Knowledge and Experience*

- A demonstrable ability to make change happen in and with schools
- Excellent knowledge of UK schools' policy and practice and, ideally, a good understanding of the key issues in the arts and culture.
- Experience of grants management/funding programmes and working in/with schools.
- Experience of working in a small team to design or implement initiatives.
- Experience of proactively developing and managing effective partnerships and relationships with senior stakeholders.
- Sound IT experience, including familiarity with Microsoft Office applications, funding software, numerical databases/spreadsheets and knowledge of the internet and web-based resources.

#### *Competencies*

- Ability to work creatively and flexibly on one's own initiative and to adapt and innovate as necessary.
- Ability to work collaboratively with colleagues to create maximum impact for a project or programmes.
- Ability to analyse complex information and understand charity finances/accounts in order to review funding applications and make informed recommendations.
- Excellent organisation, planning and project management skills and ability to meet deadlines while under pressure.
- Excellent communication skills, including report writing and verbal presentation.

#### *Other*

- Committed to creating opportunities for children and young people.
- Self-motivated and comfortable working both independently and collaboratively.
- A strong team player and able to take an overview of wider organisational needs.
- High degree of flexibility, with a willingness to substitute and undertake a range of tasks at short notice, as required in a small and busy office.
- Hardworking, with a high standard of integrity and professionalism.
- An interest in the Foundation's work and the wider charitable sector.
- An awareness of equal opportunities and a personal commitment to anti-discriminatory practice.

### To Apply

To apply please send your **CV** and **a covering letter** (maximum one side of A4), outlining why you are suitable to: [admin@cloreduffield.org.uk](mailto:admin@cloreduffield.org.uk) by 09.00 Monday 9 September. If you would like to have an informal conversation before applying, please contact [info@cloreduffield.org.uk](mailto:info@cloreduffield.org.uk).

First interviews will be w/b 16 September.

If required, second interviews will be w/b 23 September.

*If you have not heard from us by the end of the day on 13 September you should assume that you have not been short-listed for interview. We regret that we are unlikely to be able to give feedback to those who are not short-listed since we are very small staff team.*