



HEAD OF PROJECTS & DEVELOPMENT

DEPARTMENT: CORE

REPORTS TO: HEAD OF COMMUNITY

LOCATION: 14 PRIDE POINT DRIVE, PRIDE PARK,
DERBY, DE24 8BX

The Head of Projects & Development is responsible for leading the strategic design, development, and implementation of programmes that advance DCCT's mission. This role involves working closely with internal and external stakeholders to ensure that programmes are innovative, impactful, and sustainable. The Head of Projects & Development oversees the entire programme lifecycle, from initial concept to evaluation, ensuring that all programmes meet the highest standards of quality and effectiveness.

The Head of Projects and Development role will line manage the Health, Inclusion, Education and Schools & Coaching departments to drive growth across existing programmes and seek new opportunities and range of activities for Derby County Community Trust.

KEY RESPONSIBILITIES

LINE MANAGEMENT COMPETENCY

- Provide effective leadership and line management for Departmental Managers.
- Establish key performance indicators (KPIs) and metrics to evaluate the success of programs, initiatives and the training subsidiary, regularly reporting to the executive team and board.
- To include objective setting and support with continual professional development.
- Create and drive effective income generation around the tiers of Health, Inclusion, Education and Schools & Coaching.
- To provide day to day strategic support and guidance across the four pillars of programme delivery to ensure growth and quality of provision (Health, Inclusion, Education and Schools & Coaching).

RECRUITMENT & DEVELOPMENT OF PEOPLE

- Work alongside departmental managers to appoint team members with the skills and potential to deliver the Trust's goals and objectives.
- Establish and maintain a learning and coaching culture throughout the Community teams.
- Support ongoing CPD activities across the teams including the pursuit of professional qualifications.
- Be proactive in own CPD and professional development to support the development of others.

STRATEGY PLANNING & IMPLEMENTATION

- Work with the Head of Community and departmental managers to establish long-term, medium-term and short-term objectives for the Community Trust.
- Build on and increase the Trust's influence and impact through the development of strategic partnerships in the local community.
- Create and drive effective income generation within the Health, Inclusion, Education and Schools & Coaching departments.
- Keep up to date with current fundraising developments, approaches, opportunities and methodologies, integrating these into planning where appropriate.
- Develop plans to manage the ending of funding to ensure the long-term sustainability of projects.
- Work with relevant staff to identify and submit relevant grants, funding applications and tenders.
- Produce reports, data and information as required by the Head of Community and DCCT Board of Trustees.

FINANCIAL & BUDGETARY CONTROL

- Support department managers in the development of new and maintenance of existing funded programmes including design, delivery, stakeholder engagement, evaluation and sustainability.
- Support departmental managers in all aspects of budgetary management, including budget setting, monitoring and adherence to the financial controls policy.
- Review and contribute to the annual budget and business plan.

RELATIONSHIP MANAGEMENT

- Develop and maintain links with local organisations to promote good public relations.
- Network in forums that will benefit DCCT and the Club/brand.
- Work closely with the Business Development and Marketing teams to promote good news stories.
- Actively manage professional and personal networks.

COMPLIANCE

- Ensure self and others conduct themselves in a manner that adheres to, complies with and supports DCCT's policies and procedures in accordance with, but not exclusive to Safeguarding, Health and Safety, Equality & Diversity, EFLinC and the Premier League.
- Ensure safeguarding policies are understood and adhered to throughout the Trust.
- Act upon safeguarding and welfare concerns identified or raised and report them to an appropriate individual.
- Identify and mitigate potential risks, developing and implementing appropriate strategies and policies to safeguard the Trust's assets, reputation and operations.
- Support the development of effective policies and procedures to make sure community teams remain compliant.
- Identify and correct any failures to meet compliance or regulatory requirements.
- Adhere to any other reasonable requirements that meet the needs of the business.

EQUALITY

- Mainstream equality throughout the organisation, ensuring organisational commitment to promoting the equality of opportunity, diversity and inclusion.
- Use Equality Impact Assessments (EQIAs) to support the Trust's work towards equality.
- Identify the diversity and needs of DCCT's current customers and potential customers and identify where the diversity of customers could be improved.
- Develop a culture (behaviours, words and actions) that demonstrates that the Community Trust's workforce support a commitment to the equality of opportunity, diversity and inclusion.

GENERAL RESPONSIBILITIES

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people's health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.
- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

PERSON SPECIFICATION

ESSENTIAL

- Extensive experience of management, including staff and programmes
- Experience of managing and reporting on budgets
- Extensive (over 5 years) experience at a senior level of leading programme delivery within a CCO or related field
- Experience of bid writing, tenders and commissioning submissions
- Ability to and experience of operating to a high standard in a fast moving and dynamic environment
- Excellent communication skills
- Work flexible hours as the Trust requires, this may include some evening and weekend work

DESIRABLE

- Educated to degree level

This post is subject to an enhanced DBS CRC check.

VALUES

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

EQUALITY, DIVERSITY & INCLUSION

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

SAFEGUARDING

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.



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