



The Fore is a seed funder for the charity sector, unlocking 21st century solutions to society's greatest challenges. We bring together social entrepreneurs, businesses and funders to support and scale-up fresh solutions to pressing issues including knife crime, childhood obesity, social isolation, food poverty and homelessness.

Are you passionate about social change? Are you both creative and highly organised? Would you like to be part of a movement to disrupt the UK funding sector?

The Fore is now recruiting a Programme Director to join our forward-thinking, welcoming team and play a pivotal role in our ambitious plans. We are looking for someone who will bring experience, initiative and enthusiasm. We actively encourage applications from a wide range of backgrounds and from all sections of the community.

Founded in 2017, [The Fore](#) is a pioneering new grant-maker providing strategic development funding and skills support to small charities and social enterprises across the UK. We have a mission to remove barriers to make sure anyone with talent and drive can create social change and we are making a difference.

In the first three years of operations, The Fore has achieved exceptional results. £3m in funding has been awarded to over 90 small charities and social enterprises, catalysing new solutions to issues ranging from climate change to mental health to disability inclusion.

We demonstrate new and exceptional standards of funding practice and have secured recognition across the third-sector and beyond for our charity-led, friendly, professional,

supportive funding practices and our ground-breaking impact management and transparency.

Our fundamentally collaborative model is grounded in the principle of sharing expertise across sectors because we believe better connected societies are better societies. We provide our funding and business partners with the opportunity to change their approach to philanthropy and connect their staff to the best social purpose organisations out there.

The Fore has ambitious plans for expanding its activities across the UK and the Programme Director will be central in the design and realisation of these plans. Working closely with the Chief Executive, you will be responsible for planning and putting in place all necessary mechanisms to scale up our tried and tested funding model as we continue to grow.

Whilst there is no need for formal qualifications or previous experience in grant-making or the charity sector, the right individual will have at least 7 years of experience and be entrepreneurial, innovative, persuasive, friendly, empathetic, humble, pro-active, highly motivated to create change and keen to learn.

MAIN RESPONSIBILITIES

The Programme Director is a part of the Senior Management Team alongside the Director of Partnerships and the Chief Executive.

The Programme Director has full management responsibilities for a team of three staff - Programme Manager, Research and Communications Officer, Programme Coordinator - and a team of 12-18 consultant grant assessors. As The Fore is growing fast, this team is likely to expand. The role includes extensive scope for developing new initiatives and building partnerships complementary to The Fore's mission.

Key areas of day-to-day responsibility and oversight will include but not be limited to:

- Management of the grants programme:
 - assessment due diligence and feedback
 - fund disbursement
 - monitoring and evaluation
 - grants system management (Salesforce)
 - impact reporting
- Recruitment, training and management of consultant grant assessors.
- Management and development of pro bono network.

- Design and management of small charities training and events programme.
- Developing and managing communications and marketing:
 - Website
 - Social media
 - Production of content for multiple audiences
 - Identifying and developing channels for reaching target audiences
- Representing and presenting on The Fore publicly at internal and external events

PROFILE OF IDEAL CANDIDATE

Experience

- At least seven years of professional experience in the business, public or third sector
- Experience of running teams and designing systems and processes
- Track record of working in a fast-paced, growing organisation
- Experience of the social sector in a volunteer or employee capacity – knowledge of community or grassroots organisations is particularly desirable
- Comfortable liaising with high-profile stakeholders and representing The Fore externally

Skills

- Strong project management skills
- Well-developed analytical skills
- Exceptional interpersonal, communication and presentation skills
- Experience of working with Salesforce
- Highly proficient in PowerPoint, Excel and Word

Other attributes

- Demonstrable self-starter
- Enthusiasm for change and adaptable style
- Strong interest in learning and developing new skills and knowledge
- Collaborative and inclusive with a well-developed ability to work effectively in a team

- Humility
- Entrepreneurial, problem-solving style
- Ability to meet deadlines and work well under pressure
- Scrupulous attention to detail and ability to multi-task

TERMS & CONDITIONS

This role is offered as a full-time position on a salary of £50,000 per annum.

You will work a five-day week.

This is a Permanent Contract and the probationary period is three months.

This role reports to the Chief Executive.

Holiday: 20 days, excluding Bank Holidays.

Start April 2020

HOW TO APPLY

Please send a CV with a short written (max 2 pages) or video (max 3 minutes) statement telling us why you would like to work with us to Mary Rose Gunn, Chief Executive, by email to info@thefore.org.

If you would like to schedule an informal chat about the role with Mary Rose Gunn, please call Toby on 020 7240 6192 to schedule a time.

Deadline for applications – Monday 23rd March 2020 at 12pm.

The Fore Trust is committed to equal opportunities and we encourage applications from all qualified candidates.

The Fore is part of The Bulldog Trust registered charity no. 1123081. The Trust is based at the magnificent neo-gothic mansion [Two Temple Place](#) on the Embankment and runs a wide range of cultural and philanthropic programmes at the house.