

# PROGRAMMES AND DEVELOPMENT COORDINATOR ROLE DESCRIPTION

**JOB TITLE:** PROGRAMMES AND DEVELOPMENT COORDINATOR

**REPORTING TO:** PROGRAMMES AND DEVELOPMENT MANAGER

**HOURS:** 40 HOURS PER WEEK (Flexible and Home Working)

**SALARY:** £25,000 per annum (with regular salary reviews linked to performance)

## OPPORTUNITY

This varied role works across the Programme and Development teams within *Cause4*. The role will involve managing a client portfolio, building relationships with, and providing expertise to clients, whilst also taking responsibility for the marketing and administration of key programmes, including Arts Fundraising & Philanthropy and Heritage Compass.

This is a fantastic opportunity to join *Cause4* as a Programmes and Development Coordinator, giving you an in-depth insight into the charity sector, spearheading your career in the charity sector or in consultancy practice.

This role will enable you to develop broad expertise across a range of areas, whilst working towards a specialism of your choice (such as marketing, fundraising or programme management) from year two onwards through additional training and support.

## 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 £61million 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 training, e-learning activities, and large-scale change management programmes.

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.

## ABOUT OUR PROGRAMMES

Funded by Arts Council England, the National Lottery Heritage Fund and the Clothworkers' Company, *Cause4* leads on the delivery of three large-scale, national, and public-facing programmes.

- 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 400 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 Trustee Leadership Programme is an award-winning programme that trains more than 500 people each year to become charity Trustees. An enriching career development opportunity, the course covers the key responsibilities of Trustees, governance and strategic planning, financial management and fundraising. It is funded by the Clothworkers' Company.

## CAUSE4 CLIENTS AND ALUMNI

Our charity portfolio includes arts and cultural organisations through to major health charities, as well as those working in sports, education, and community. Some examples of our work with charities includes:

- **Bradford Literature Festival:** an annual 10-day arts event and year-round cultural outreach programme with a vision to create a fairer society through access to high quality arts and literature for all. *Cause4* supported the organisation with strategic development and substantial fundraising growth.
- **Bloomsbury Football Academy:** A charity aiming to promote physical activity, mental stability, and skill development, supporting the lives of young people and addressing barriers to participation. *Cause4* has supported the charity with active fundraising, including the development of a Case for Support and successful applications to Trusts and Foundations.
- **The Trussell Trust:** The Trussell Trust is a UK-wide charity that runs a network of foodbanks providing emergency food and support to people in crisis. *Cause4* helped the Trussell Trust develop partnerships with corporates supporting its Covid-19 response and developed a new Corporate Sponsorship and Social Responsibility Strategy.
- **Jimmy's Cambridge:** For 25 years, Jimmy's has been helping people experiencing homelessness in Cambridge. *Cause4* works with the charity to raise funds from Trusts and Foundations and provides marketing support to raise awareness of its work.

*Cause4* is a fantastic training ground for individuals looking to enhance their careers in the charity sector or consultancy practice, with employees going on to take up prestigious positions in renowned organisations, including Cancer Research UK, British Red Cross, the Cabinet Office, The Wellcome Trust, Fair Trade Foundation, and many more.

## DUTIES AND RESPONSIBILITIES

As a Coordinator you will gain first-hand experience of *Cause4*'s entrepreneurial fundraising and programme delivery on behalf of charities, philanthropists, and social enterprises.

Your initial role will be to support the team in the administration of our programmes, including event management, marketing and communications, evaluation, project delivery, budget management, and sales. You will also work alongside the development team to support a range of charities in areas of fundraising, strategy, and marketing. Responsibilities will include:

### **Programme Administration and Marketing**

- Supporting the team in the delivery of our programmes to achieve the outputs and outcomes agreed with our funders.
- Supporting 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.
- Running the administration of courses and public-facing activities including preparing course materials, analysing feedback, and liaising with charity representatives and course participants.
- Managing the day-to-day communications of our programmes, including the delivery of marketing campaigns, participant communications and audience development research.
- Researching and developing our audiences and networks, in line with our priority areas.
- Updating the website on a regular basis and create new content and assets promoting our work.

### **Strategy Development and Fundraising**

- Conducting research into Trusts and Foundations, corporates, and individuals to establish relevant background information and potential for receiving approaches for funding.
- Supporting the preparation of client strategy documents, using sources of information provided and through conducting desk research.
- Developing a full understanding of individual profiles of specific clients within the portfolio of *Cause4* and use this to help develop Cases for Support and other funding documents.
- Drafting documents and producing statistics and figures for inclusion in client documents, together with sets of measurable outcomes and evaluation methods.
- Producing corporate sponsorship presentations and individual collateral documents with support from Senior Management and other colleagues.

### **General**

- Undertaking training and attend any networking events as required, including potential out-of-hours events, to represent *Cause4* externally when required.
- Contributing to the development of [www.cause4.co.uk](http://www.cause4.co.uk), social media and our blog, including working with members of senior management to actively develop all digital work.
- Contributing to *Cause4*'s overall business development when required.
- Being pro-active in terms of personal development, working alongside line-manager to build key objectives for growth within *Cause4*.
- Supporting administration of systems and platforms, including Mailchimp, GoSquared and Salesforce.

This is a remote (home) working role although office space can be provided on a needs basis, with opportunities to meet with the *Cause4* team at regular events throughout the year in London, Norwich, Cambridge, and other locations.

### **PERSON SPECIFICATION**

*Cause4* is a fast-paced agency environment with an opportunity to support the charity sector and further develop your own skills and knowledge. As such, we require the following:

- Ambitious individual that is keen to develop knowledge and skills for future leadership roles in the arts, charity, or enterprise sectors.
- IT literate with experience of working with Microsoft applications including Word, Excel, PowerPoint. Experience of database administration is also desirable.
- A thorough approach to research and attention to detail for the production of fundraising applications, and exceptional writing skills with the ability to write in different forms and styles.
- Comfortable when working to tight deadlines, and able to turn work around within a short timespan 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.
- 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.
- Experience of working in a team or a small charity or company, and experience of fundraising on some level is desirable though not essential.

## **BENEFITS**

- Regular reviews and feedback, working closely with the *Cause4* team to progress in your role against set objectives.
- An opportunity to fast-track your career in the charity or consultancy sector.
- 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 training courses to develop your skills, including (but not limited to) on Corporate Fundraising; Individual Giving; Trustee Leadership; Marketing, and Creative Enterprise.
- 30 days holiday a year inclusive of public holidays.
- Regular performance and salary reviews.
- 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.

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

To apply, please send your CV, a Cover Letter (no more than 2 pages), and an equal opportunity monitoring form to Annie Jarvis: [annie.jarvis@cause4.co.uk](mailto:annie.jarvis@cause4.co.uk) by 25<sup>th</sup> July 2022. If you have any questions prior to applying please do get in touch with Annie directly.

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