

HEAD OF PROGRAMMES

Job Description

Section 1: Role Identification

Role title	Head of Programmes
Reports to	Director of Development
Direct reports	Philanthropy Officers (Grants), Grants Officer
Contracted hours	35 hours per week
Salary	£46,782.60 per annum
Location	Royal Oak House, Bristol (Hybrid, minimum 60% in office)

Section 2: Role Purpose

Leads the development and delivery of Quartet's grant-making programmes, growing to distributing £6.5 million over three years 2026-9, ensuring they are well-designed, fairly assessed, effectively monitored, and demonstrably impactful. Manages the grants team, oversees contract delivery, and develops Quartet's evidence base and supports the identification of development of new revenue streams into Quartet.

Section 3 Our Values

At Quartet Community Foundation, our values shape how we work, how we build relationships and how we deliver our mission of Local Giving to meet local need. As a member of the Quartet team, you'll be expected to demonstrate our values every day:

Communities at our heart

Funding vital work in and for the communities who need it most.

Trusted

Inspiring trusted giving to create lasting local impact.

Evolving

Learning and adapting, to grow for good.

Integrity

Embodying accountability and integrity in all we do.

Inclusive

Including and respecting everyone, everywhere.

Section 4: Principal Accountabilities

1. Lead the design, delivery, and evaluation of grant making programmes, ensuring they address social need and deliver measurable impact.
2. Manage and develop the grants team, setting quality standards for assessment, decision-making, and monitoring.
3. Oversee management of externally-funded funding programmes, ensuring delivery to agreed standards and timelines, ensuring maintenance of trusted long term relationships with key individuals leading on funding programmes.
4. Participate in test and learn activities to identify new and more efficient ways of working to deliver grants in response to sector need in line with our 2026-9 strategy
5. Report to the Programme Committee on grant activity, risk, compliance, partnerships and trends, leading on committee preparation in concert with the chair.
6. Build awareness of Quartet's range of activities and grants programmes through attendance at relevant external events and participation in networks.
7. Develop and maintain grant making policies and procedures, ensuring they are current, fair, and consistently applied.
8. In collaboration with the Head of Research and Learning develop impact measurement, using evidence from grant making to inform programme development.
9. Contribute to Quartet's strategic understanding of social need, policy developments, and community priorities.
10. Enable timely, well-governed funding decisions by preparing and supporting decision-making panels with clear information and recommendations.
11. Undertake any other duties as reasonably required, commensurate with the level and responsibilities of the role.

Section 5: Key Relationships

Stakeholder	Nature of interaction
Director of Development	Reports on programme delivery and impact; agrees priorities; escalates risks
Grants team (Philanthropy Officers (Grants) and Grants Officer)	Line-manages; sets standards; allocates work; quality-assures assessment and monitoring
Fund holders / donors with programme interests	Advises on programme design; explains criteria and decisions; reports on outcomes
Grant applicants and funded organisations	Provides guidance; oversees due diligence; monitors delivery; manages issues and learning
External funders / contract commissioners	Manages contract delivery; provides reports and assurance; resolves performance issues
Decision-making panels / trustees	Prepares papers; briefs members; supports meetings; ensures decisions are recorded and implemented
Head of Research & Learning	Collaborates on impact frameworks, learning questions and evaluation evidence
Finance and operations colleagues	Coordinates budgets, grant payments, compliance checks and programme reporting

Section 6: Person Specification

Essential:

- Strong commitment to the values of the Community Foundation
- Experience and knowledge of delivering grant-making programmes, upholding excellent grant making principles such as IVAR.
- Experience of working with a range of clients and of providing excellent customer service
- Strong line management skills
- Ability to analyse complex data, including insights from grant holder feedback, in order to draw out and apply relevant information and trends
- Enthusiasm for meeting new people, making connections and learning new things
- Excellent interpersonal and communication skills
- Excellent IT skills including database, spreadsheets and internet and ability to be self-servicing
- Good organisation, administrative and report-writing skills and the ability to cope well under pressure
- Willingness and flexibility to undertake occasional evening/weekend duties and travel across and outside of the region flexibly
- Educated to graduate or equivalent level

Desirable:

- Experience of working in a development, fundraising or sales environment
- Experience of working in the voluntary and community sector.
- Ability to oversee multiple grants programmes with overlapping phases
- Experience of working directly with a board of trustees/directors
- Experience of line management and HR practices in a small or medium team