

Application Pack

Thank you for your interest in working for Pilotlight. We are a unique, dynamic charity working to **help charities help more people, more effectively**. Our vision is a world in which charities and business work together to achieve positive social change.

We celebrated a 15 year anniversary in 2018 and have ambitious plans for the future. Our strapline is 'Great causes deserve great talent'. Recruiting talent to our staff team is hugely important for us.

About Pilotlight

We are a small organisation that has a big impact. Our 18 members of staff work out of two offices in London and Edinburgh and at any one time, we are supporting around 75 inspiring charities across the UK to plan for sustainability, development and growth. We support small and ambitious organisations tackling disadvantage in the UK, improving the lives of those most in need.

Since 2003, we have worked with over 1,600 business leaders to support over 750 charities and social enterprises.

Our values

Our values guide the way we work both as a team, and with our partner charities and businesses:

CONNECTING

We bring people together to create positive social change

UNLOCKING

We unlock potential and achieve results

DEMANDING

We expect the best of ourselves and of everyone we work with

Our impact

We help our charities become more resilient and deliver more effective and efficient services, resulting in better outcomes for disadvantaged people.

Two years on our charity partners report:



How we do it

The Pilotlight Programme

We handpick teams of senior executives from the business community and match them with charities and social enterprises to help them plan for a sustainable future. We manage the transfer of skills over a 10 month period through our unique managed model. The Pilotlight Project Manager acts as a facilitator, coach and administrator, enabling us to achieve outstanding results for our charity partners and our business members.

Partnerships Programmes

Utilising skills at different levels within companies, we create bespoke 2 – 6 month programmes to offer tailored support to our charity partners, while providing a learning and development opportunity for the Pilotlighters.

Why we do it

The small to medium sized charities we support are experts in meeting the particular needs of their beneficiaries, but struggle in the challenging, and changing, environment. They often lack the resources or business skills needed to help sustain and grow their organisations to meet demand. By connecting charity leaders with talented business people who are keen to develop themselves and give something back, we help the charities create a stable future with greater impact for their service users.

Working at Pilotlight

We are a professional, talented, and friendly team, always striving to learn and grow. Each member of staff has the opportunity to be involved in all aspects of our work. We take pride in our work and our organisation and we have big ambitions. We offer a great learning environment, with training and development opportunities, a generous holiday allowance and other benefits.

Head of Programmes Job Description

£40k - £50k + excellent benefits

Central London

Full time, 12 Months Maternity Cover

A unique role in a unique organisation

Pilotlight is a dynamic, fast-growing charity with bases in Central London and Edinburgh, which uses the skills of the business sector to help charities and social enterprises be more effective. Through a managed process of coaching and mentoring by teams of our business executives, (Pilotlighters), we help our charities and social enterprises to develop their strategic knowhow, strengthen their organisations and, ultimately, increase their impact.

The role

As Head of Programmes, you will be responsible for the leadership of Pilotlight's Project Management team and overseeing the delivery and management of our programmes. The support and development of our team is fundamental; we focus on the quality of our people as much as the quality of our programmes. So, we require excellent people management skills alongside a good understanding of the charity sector in the UK. As Head of Programmes you will be responsible for the development, quality and successful delivery of programmes. Reporting to the CEO, you will join the Head of Partnerships and Head of Operations as a member of the Leadership Team.

Direct Reports: Two Senior Project Managers (one in London and one in Edinburgh) & five Project Managers

Key areas of responsibility

Team leadership and line management

- Lead the team of project managers to deliver excellence across the Pilotlight programme set
- Monitor project consistency in line with the programme and project objectives
- Provide guidance and support to project managers
- Support the team to ensure they are confident in delivering projects across the programme set

Programme and Partnership Management

- Work closely with the Head of Partnerships and Head of Operations to ensure all programmes are delivered on time and to a high standard.
- Tracking and reporting on all programme activity and outcomes
- Lead the relationship with the Garfield Weston Foundation to deliver the Weston Charity Awards – this includes leading regular progress meetings, co-ordinating the team across Pilotlight to deliver all aspects of the programme
- Manage relationships with key programme partners

Additional responsibilities:

Participating effectively in the work of the Leadership team
Contributing to Pilotlight's overall goals and strategy
Other duties as required

Competencies

Excellent leadership and people management experience
Excellent organisational abilities
Excellent verbal and written communication skills
Experience of working in or with the UK charity sector
Excellent IT and administrative skills
Strong problem- solving and analytical skills
Experienced in working with a range of stakeholders
Good programme/project management experience

How to apply

To apply please send your CV and a supporting statement to Mel Whitney-Long mwhitneylong@pilotlight.org.uk

Closing date: Wednesday 20th March 2019

First Interviews: Tuesday 26th March 2019

Pilotlight is committed to an equal opportunities policy.
Please note we can only respond to shortlisted candidates.