

INTERIM PROGRAMMES MANAGER (MATERNITY COVER) ROLE DESCRIPTION

JOB TITLE: Programmes Manager (Maternity Cover)

REPORTING TO: Director of Strategy and Programmes

CONTRACT: Monday 3rd November 2025 to Friday 2nd October 2026 (11 months fixed term).

SALARY: £30,000 per annum pro rata

JOB LOCATION: Predominantly homeworking, with a requirement to attend team meetings in Cambridge, London or another location for which travel costs will be covered.

JOB COMMITMENT: 40 hours per week (Remote working and flexible working options between 8am and 7pm. If you are looking for flexibility or part-time working, we are open to discussion).

OPPORTUNITY: This is a fantastic opportunity to join *Cause4* as a Programmes Manager, supporting the management, administration and marketing of Cause4 and our public programmes delivered across the UK, including [Arts Fundraising & Philanthropy](#) and the [Trustee Leadership Programme](#).

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 £80million 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 and the Clothworkers' Company, *Cause4* leads on the delivery of large-scale, national, and public-facing programmes.

- [Arts Fundraising & Philanthropy](#): 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. The Programme is regularly funded as an Investment Principles Support Organisation from 2023 to 2027.
- [Trustee Leadership Programme](#): 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 is a fantastic training ground for individuals looking to enhance their careers, with employees going on to take up prestigious positions in renowned organisations, including DCMS, Cancer Research UK, British Red Cross, the Cabinet Office, The Wellcome Trust, Fair Trade Foundation, Serpentine Galleries and many more.

We offer a package of training for staff, with opportunities to participate in courses such as Application Writing, Trustee Leadership, Crowdfunding, Corporate Fundraising, Digital Fundraising and more. Alongside this, we are also keen to develop staff with more personalised training and mentoring depending on your area of interest.

MAIN RESPONSIBILITIES

Programme Management and Project delivery

- Working closely with the Director of Strategy and Programmes to coordinate and support the delivery of all 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, driving all courses hosted on Zoom, and providing excellent customer service to all engaging with our work.
- Assisting with the administration of programme activity by attending and writing minutes for key meetings, drawing up programme contracts, assisting with diary management, filing, liaising with key personnel, and conducting phone or zoom conversations as needed.
- Supporting with evaluations through providing and analysing data to use in reporting to funders and stakeholders.
- Participating in training and attending any networking events as required, including potential out-of-hours events such as our 3-day residentials, to represent *Cause4* externally when required.
- Actively contributing to the development thought leadership pieces and social media channels, helping with engagement activity and supporting with the development and implementation of campaigns.
- Providing direct line-management of new Development Interns, including providing support through weekly one to ones, induction to the company, clear briefs, and robust feedback on all pieces of work.
- To manage day-to-day administration, including diary management, filing, liaising with key personnel, collating data, and conducting phone conversations or meetings where needed.

Marketing and Communications

- To meet all public-facing and bespoke training sales targets for our programmes through implementation of the marketing plan, working alongside the Marketing Coordinator.
- To oversee and manage the day-to-day communications of our programmes, including managing our dedicated programme inboxes, liaising with participants, trainers and partners as needed.

- To set-up and publicise key events, projects and training opportunities on all programme websites and relevant platforms, including Eventbrite.
- To support with communications and marketing by curating social media content (SmarterQueue), programme newsletters (Mailchimp), graphics (Canva), and blogs.
- To support updating the website on a regular basis with support from the web designer and to be a coordinating lead and contributor in writing for key publications such as the digital Now, New and Next publication.
- To research and develop our audiences and networks, in line with our priority areas, regularly updating our databases to ensure key contacts are in place.

Research

- Supporting with the development of robust research papers on behalf of *Cause4*, delivering exceptional high-quality work and showing a consultancy-based approach to all research.
- Conducting robust research into Trusts and Foundations, corporates, and individuals to establish relevant background information and potential for receiving approaches for funding.
- Drafting research papers and producing statistics and figures for inclusion in client documents, together with sets of measurable outcomes and evaluation methods.

Social and Environmental Impact

- Proactively take steps to support the measurement of our social and environmental impact.
- Proactively take steps to reduce my own environmental impact and show a strong commitment to net-zero practices.
- Working with junior staff to promote and implement environmentally friendly working practices.
- Supporting SMT in implementing measures to halve our carbon emissions by 2030.
- Ensuring curiosity around environmental performance and actively sharing measures across the organisation to reduce the organisation's environmental impact.

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:

Skills and Experience

- A minimum of three-years' experience in working within a charitable organisation or agency, ideally with existing experience in programme management, marketing and research.
- A thorough approach to research and attention to detail for the production of key papers.
- Ability to think strategically to create programme and campaign solutions for clients.
- Experience in preparing reports and presentations, which require strategic thought.
- A strong-coordinator, and able to manage multiple priorities and deadlines.
- The ability to pay close attention to detail, manage deliverables and able to turn work around within a short time span where demands are liable to change at short notice.
- Ability to operate with diplomacy, tact and with high levels of confidentiality.
- Experience of database administration is also desirable, as is confidence in managing online platforms such as Zoom or Teams.
- IT literate with experience of working with Microsoft applications including Word, Excel, PowerPoint. Experience of database administration is also desirable.

Ethos

- Demonstrable commitment to *Cause4*'s values.
- A strong team player, proactive in support of the development of junior staff.
- Passionate commitment to the work of charities, social enterprises and philanthropy.
- Ambitious individual with an excellent work ethic, who is keen to develop knowledge and skills for future leadership roles in the charity or enterprise sectors.
- An individual with a good level of understanding and empathy towards others, showing an ability to work both independently and within a busy team environment.

BENEFITS

- Regular reviews and feedback, working closely with the *Cause4* team to support your development.
- An opportunity to fast-track your career in the charity or consultancy sector, gaining an insight into all aspects of programme marketing, design and management.
- Remote working and fully flexible working options between 8am and 7pm (40 hours per week)
- 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 (pro rata).
- 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 or Cover Video (no more than 2 pages/video application no longer than three minutes), to Annie Jarvis (Director of Strategy and Programmes) – annie.jarvis@cause4.co.uk no later than 5pm on Sunday 14th September 2025.

Please include with your application a completed equal opportunity form downloadable from the website.

Keystone Innovation Centre, Croxton Road, Thetford, Norfolk, IP24 1JD | 020 7247 2963