

Big Hearts Community Trust



Head of Delivery

Responsible to: Chief Executive

Location: Tynecastle Park, Edinburgh, EH11 2NL

(Some working from home will be required)

Hours: 37.5 hours a week (1.0 FTE). Some evening work will be required.

(Flexible working/part time will be considered and should be explained in the cover letter)

Salary: £32,000 - £38,500 depending on experience.

Organisation Profile:

Big Hearts Community Trust is the official charity of Heart of Midlothian Football Club. Based in Gorgie, Edinburgh, our commitment is to improve outcomes for individuals and families across Edinburgh. We work across three key areas: Mental Health, Social Connection and Equal Opportunities. We use the power of football to change lives.

We work closely with local and specialist partners to identify areas of need, understand where we can best add value and to ensure any activities we develop or support are targeted and delivered effectively within the community.

More information on our work can be found at www.bighearts.org.uk

Purpose of Role:

The Head of Delivery will oversee the successful delivery of Big Hearts' Programmes and the charities day to day activity in changing lives. The Head of Delivery will oversee existing projects while exploring and developing new opportunities that fit within our strategy.

It is our aim to ensure that all our activity is delivered with our people at its heart as we seek to use the power of football to change lives.

The role will sit as a key part of our Leadership Team, along with whom there will be significant collaboration over funding outcomes, budgets and partner engagement as well as the opportunity to influence strategy development and support the development of the business.

Key Responsibilities:

- Lead the project delivery team and oversee the success of all Big Hearts Programmes.
- Manage performance of key programmes through robust evaluation processes, systems and regular feedback from the delivery team.
- Work in collaboration and build productive partnerships with a wide variety of organisations to support the delivery of Big Hearts' objectives.
- Lead on the development of new initiatives which align with Big Hearts strategy.
- Drive decisions on the development of new programmes and initiatives through data insights while maintaining a human-centred approach, considering all aspects of diversity and inclusion and ensuring that the voices of the people we work with are at the heart of all our work.

- Collaborate with the Leadership Team to establish the future direction of specific Big Hearts programmes, projects and policies.
- Accountable for the line management of Project Managers and accountable for leading the wider delivery team.
- Accountable for ensuring Big Hearts policies and procedures are adhered to while assisting in the regular review of these to ensure continuing best practice.
- Manage a substantial budget covering staff and project costs.
- Maintain sustainability of the projects by active participation in fundraising, contributing to funding applications and working with the fundraising team to research funding opportunities.
- Lead and Support the team to prepare and present reports to funders, General Manager and Board of Trustees.
- Ensuring efficient reporting systems are in place for financial and other data gathering to enable informed decision-making.
- Overall responsibility for ensuring effective recruitment, induction and training of new staff within the delivery team.
- Engage with the communications team to improve awareness and engagement with our work, raising our profile by ensuring we positively tell the most impactful stories of our work.
- Represent Big Hearts at national and local events.

Skills / Capabilities:

Performance / Delivering Results

- The ability to manage multiple priorities and stakeholders.
- Constantly seek to improve your own and team's performance through regular feedback and performance appraisals.

Relationships

- Provide inspirational leadership and management and promote a culture of respect, innovation and effective teamwork within your team
- Display empathy to co-workers and partners' needs, feelings and motivations and take an active interest in their concerns.
- Encourage and support your team to make the best use of their skills and abilities.
- Recognise the achievements and celebrate the success of co-workers.
- Create a sense of common purpose.
- Work collaboratively with teams and partners.

Effective Communication

- Present information clearly, concisely, accurately and in ways that promote understanding to a wide range of audiences.
- Share appropriate information and knowledge promptly to those who will benefit.

Creativity / Innovation

- Generate and recognise imaginative solutions and try out new ways of working to improve team performance and efficiency.
- Be proactive to identify opportunities that create change for people in the community and support your team in responding proactively to these opportunities.
- Decision-making / Problem solving
- Be creative in problem solving, with the ability to analyse situations and make decisions.

To Apply:

Please email your CV & cover letter to our Finance & Admin Officer **kara.duffy@bighearts.org.uk**, detailing how your skills and experiences make you a good fit for this role.

The deadline for applications is at 5pm on Friday 26th May 2023. Shortlisted candidates will then receive an invitation to attend an interview.

If you have any questions about the role, or the recruitment process please email craig.wilson@bighearts.org.uk and we will help answer your questions.