

**Job Description – Delivery Director (Maternity Cover)**

**Summary of the role**

Inclusion Gloucestershire is a vibrant, successful organisation. The Delivery Director is a pivotal role for our growing organisation and makes up a third of our Senior Management Team. The Delivery Director will ensure that managers are well supported and delivering all projects to the highest possible standard, as well as leading our Engagement Project, change management and impact measurement.

**Job Purpose:** To ensure that managers are well supported, that all projects are delivered to the highest possible standard and that the impact that projects have is documented and reported on.

**Reports to: CEO**

**Main Duties and Responsibilities**

The duties of the Delivery Director will include, but are not limited to, the following:

1. **SMT and Governance**
   1. To be part of the Senior Management Team, deciding and delivering strategy with the CEO and Business Director
   2. Attend and/or report to Board meetings to report on relevant areas of work
2. **Management Support**
3. Provide consistent support and management to Inclusion Gloucestershire Managers
4. Support managers to produce annual project plans, and receive updates to show progress against key deliverables and development targets.
5. Ensure that all managers understand their roles, accept their responsibilities and deliver against targets.
6. **Delivery and Contract Management**
   1. Ensure we deliver excellence on all commissioned contracts and grants
   2. Ensure high quality delivery throughout our collective activities through robust planning and monitoring
   3. Manage contracts with third party providers
   4. Lead on Quarterly Monitoring to funders and annual reporting on delivery of all projects
   5. Lead on development and delivery of the Engagement agenda
   6. Lead on Change Management across the organisation
7. **Safeguarding**
   1. Act as Designated Safeguarding Lead, acting on all safeguarding concerns and reporting as appropriate
   2. Help to keep participants and staff safe and confident in their surroundings and act on safeguarding and health and safety concerns in line with Inclusion Gloucestershire’s policies.
8. **Growth and Sustainability**
   1. Support and drive delivery of the Funding Strategy
   2. Identify income generation and business development opportunities and prepare funding bids, with the support of the CEO.
9. **Other**
   1. Efficiently handover from the current Delivery Director at the start and end of the fixed term contract
   2. Work with the CEO and others as appropriate to develop innovation and sustainability
   3. Promote and advocate with and on behalf of people with disabilities to government, funders, partners and other voluntary organisations
   4. Establish and maintain professional working relationships with Board members, colleagues and volunteers of Inclusion Gloucestershire and the broad range of external organisations that we work with
   5. Work with the CEO in developing new partnerships and relationships which contributes to the implementation of our business plan.
   6. Represent Inclusion Gloucestershire in external meetings
   7. Advocate for Inclusion Gloucestershire and its projects at meetings and events and within your own appropriate networks.
   8. Sustain a positive, dynamic and can-do culture

**Essential Skills/Experience**

* Demonstrable experience of operations and project management responsibilities in a relevant area.
* Demonstrable management experience in a similar sector
* Experience of managing budgets
* Experience of sourcing and applying for funding opportunities
* Proven ability to plan, manage workload, prioritise tasks and meet deadlines
* Good communication skills and ability to easily build rapport with individuals, staff and managers
* The capacity to prioritise tasks and work under pressure
* Problem solving skills and the ability to be resourceful and adaptable
* Trustworthy and able to handle confidential information
* High personal credibility and integrity

**Values and Personal Beliefs**

Inclusion Gloucestershire is driven by its values, at the heart of all that it does. Teams are expected to share and demonstrate these values:

* Make sure everyone is involved and included
* Empower choice and control through peer support and place experts by experience at the centre of our delivery
* Challenge when things aren’t right and give people with disabilities a strong voice
* Treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* To be a caring and professional organisation who work together towards shared goals
* Work together to deliver exciting new ideas and support each other, our members and our community.