



HEAD OF PROGRAMMES

JOB DESCRIPTION

ABOUT ROUND OUR WAY

Round Our Way is a small, ambitious organisation working at the intersection of climate, politics and community. We believe that the climate story belongs to everyone, not just to experts and activists. One of the biggest risks our families face is the increasing number of floods, heatwaves, droughts and price spikes caused by climate change and our reliance on fossil fuels. Round Our Way makes sure the voices and concerns of people affected by these events, who are too often overlooked by the news and online debate, get heard. And so we work across the UK to find, tell and amplify the stories that centre people's everyday lives and experiences in the climate conversation. We lift up the voices of those being directly impacted by extreme weather, especially those in working class communities too often ignored by current debate. We work across storytelling, broadcasting, campaigns and policy, and bring a mix of people and organisations together to do so.

We are proudly seen as a home for innovative ways to simply communicate about complex issues. Our work has pioneered new ways to talk about climate issues in new and legacy media and creativity is a hallmark of our approach.

ABOUT THIS ROLE

Round Our Way is looking for a Head of Programmes to work closely with our Co-Directors. This role will hold day-to-day responsibility for managing and driving a range of core projects, build and sustain relationships with partners and stakeholders across the climate and politics, and deputise for the Co-Directors in external meetings, coalitions and partnerships.

The role calls for someone who is both a strategic thinker and has a strong track record of delivery. We are looking for a candidate who brings the experience and credibility to represent Round Our Way at a senior level, alongside the drive and hands-on capability to take projects from conception through to completion. Strong writing, sound judgement and the ability to manage competing priorities is essential.

We are looking for candidates who will revel in the flexibility and dynamism our small organisation provides while being prepared to roll up their sleeves. We'd love for this to be a role where someone can drive things forward but can also shape and expand the role itself, showing leadership within the organisation and externally, and creating creative opportunities for the role and for the organisation. For our people no ambition is too great, no task too small.



MAIN RESPONSIBILITIES

- Project management: You'll take day-to-day ownership of the portfolio of ROW's projects, which span storytelling and community work, campaigns, research, events and media work. This means holding projects end to end: keeping them on track, coordinating with partners and contractors, managing timelines and making sure the work gets done to a high standard. You'll be comfortable running several things simultaneously and won't need close direction to do so.
- External relationships and sector engagement: You'll attend coalition and network meetings on ROW's behalf, build and maintain relationships with partner organisations across the climate, politics and community storytelling space, and over time take on a growing number of the external relationships currently held by the Co-directors. You'll be comfortable walking into a room and representing ROW credibly without a Co-director present.
- Political and parliamentary engagement: You'll support ROW's Co-Directors with their political and parliamentary engagement work, helping to build and maintain relationships in the political sphere and deepening ROW's work engaging with politicians at national, regional and local levels.
- Strategic communications and content: You'll support and in some cases lead ROW's communications work. This will include helping shape how we tell stories about our work, working with consultants and freelancers to deliver work, supporting press and media activity around specific projects, and contributing to our content output across platforms. You'll understand how strategic communications works in NGO and political spaces and bring that knowledge to how we position and present our work.
- Writing, reporting and funding: You'll be a strong writer who can turn their hand to different formats – from funder reports and project updates to briefings and external communications. You'll draft documents to a standard that goes out in ROW's name with minimal editing, working closely with the Co-directors who retain overall responsibility for funder relationships.
- Digital content: ROW has a growing body of work in digital content including audio storytelling. You'll support the coordination and delivery of this work – including events, production processes and the wrap-around communications that bring our digital content to life. Some of this will involve working with external production partners.
- Operational coordination: You'll act as a first point of contact for inbound requests (emails, meeting requests, introductions), triaging what needs Co-director attention and handling what doesn't. After meetings, you'll track actions and chase follow-ups. You'll



maintain a simple log of open requests and outstanding actions across workstreams, and you'll have good instincts about when to escalate and when to just get on with it.

- Representing Round Our Way: You'll be comfortable representing ROW at external events and (potentially) in the media.

PERSON SPECIFICATION

This role is suited to someone who has:

- A genuine understanding of the UK climate and political landscape – enough to walk into a room with civil servants, funders, campaigners or media organisations and hold your own, and enough to understand what Round Our Way is trying to do and why it matters.
- A good working knowledge of UK politics, parliament and ideally experience of advocacy or parliamentary engagement.
- Strong strategic communications instincts – you'll understand how to frame and tell stories, how press and media works in the sector, and how organisations like ours build influence and profile.
- Real project management ability – not just theoretically, but the kind that means things actually get done. You'll be comfortable holding multiple workstreams simultaneously and keeping them on track without constant direction.
- Excellent writing skills – you'll be producing funder reports, project updates, briefings and external communications that go out in ROW's name.
- The seniority and confidence to represent ROW externally — in coalition meetings, with partners and funders, and in conversations with people who are senior in their own organisations.
- Good judgement and the ability to triage – knowing what to handle yourself and what needs to go to a co-director is one of the most important things you'll do.
- A doer's mentality – this is a small organisation. There is no team to delegate to. You'll need to be willing to do the work yourself, at pace, to a high standard.

Prior experience working on climate change is helpful but not required.

If you'd like to talk to us about this role please email Co-Directors Sofie sofie@roundourway.org and/or Roger Harding roger@roundourway.org and we will be happy to have a chat.



PAY AND CONDITIONS

Salary band: £50,000-£60,000

We are open to applications from people for whom this would be a stretch opportunity to allow people to grow in the role.

Hours: 37.5 hours per week

ROW are very open to conversations around flexible working and desired level and pattern of working days.

Location: *The organisation is virtual so we can have staff dotted around the country. There is the budget for each staff member to use a co-working space or rent a desk in another organisation and for regular in-person meet-ups of the Round Our Way team.*

Contract: *This is an initial one-year role (reflecting committed funding for the post) but our expectation and intention is that this will become a permanent position.*

Annual leave: 30 days and public holidays.

Pension: *Employer 5% contribution, based on an employee 3% contribution..*