

JOB TITLE: Client and Programme Director

REPORTS TO: CEO

WORKING PATTERN: Full time (however 4 days equivalent considered for right candidate)

START DATE: September 2021 (open to an earlier start date for right candidate)

LOCATION: London (remote and agile working accepted)

UPDATED: May 2021

WHO ARE WE?

Moving Ahead was founded in 2014 by Liz Dimmock – a social entrepreneur who wanted to use her 16 years corporate, learning, development and consultancy experience to bring about positive change. We are a specialist social impact organisation dedicated to advancing workplace inclusion and diversity, through a number of actions:

1. The design and delivery of structured mentoring programmes; both cross company and internal
2. The design and delivery of development programmes
3. Continual research into the issues we strive to change, partnering with consultancies to look at organisational networks, the impact of mentoring on diversity, organisational wellbeing and creating D&I roadmaps and interventions

OUR CLIENT AND PARTNERS

Key clients include: Santander, The Armed Forces, Mastercard, EY, The London Stock Exchange, Cisco, Phoenix Group, TSB and the NHS.

We collaborate with campaigns such as the 30% Club and Diversity Project in addition to clients who are striving to advance their inclusion and diversity. Our client base spans most of the FTSE350, working globally with the UK, Australia, Nigeria, USA, Sri Lanka, Hong Kong and many more countries.

We deliver our work through a vibrant and unique faculty of subject matter experts, leaders and facilitators in addition to our Speaker Academy where we broker leaders, athletes, authors and experts to share their stories and insights.

OUR VALUES

- ▶ Leading Myself – take personal responsibility for bringing our best and whole selves to work
- ▶ Working Together – work together to make great things happen for our organisation, our clients and our mission
- ▶ Doing the Right Thing – honest, trustworthy and act with integrity in everything we do
- ▶ World Class Delivery - deliver high quality work, every time – internally and externally
- ▶ Future Focus – go beyond the tried and tested, embracing new things



THE ROLE:

Reporting directly into the CEO, Women Ahead are looking for a purpose-driven individual with excellent intrapreneurial skills to own partner relationships, whilst acting as a mentorship figurehead internally. This is the opportunity for a strong leader to form an integral part of a fast-paced, multi-client and multi-program organisation on a trajectory of high growth, who wants to develop themselves alongside the diversity agenda. Whilst there is flexibility around the role, this is a full-time position allowing for the individual to fully immerse themselves in the Women Ahead team.

Key responsibilities are as follows:

- ▶ To lead and manage the programme delivery team to ensure operational excellence
- ▶ To sustain strong relationships with our existing clients and advise them on D&I and development strategies
- ▶ To build new client relationships and partnerships
- ▶ To create, lead and implement a spectrum of programmes
- ▶ Provide guidance and leadership to a young and growing team
- ▶ Act as an ambassador at events

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- ▶ Someone who is a combination of a 'knowing' and 'learning' person
- ▶ Solution-oriented mindset with the ability to operate in pockets of ambiguity
- ▶ Strong leadership and mentorship record
- ▶ Excellent project management skills to juggle multiple teams and projects from a strategy and process standpoint.
- ▶ Someone who enjoys working in both the 'micro' and the 'macro'

