



**Interim Chief
Programmes Officer
(Maternity Cover)**

A note from our CEO

For over 40 years, ClementJames has been at the heart of the North Kensington community, tackling inequality and creating opportunities for children, young people and adults to thrive. Through high-quality education, employment, community support and wellbeing services, we help people overcome barriers, build confidence and achieve their ambitions. Our work is driven by a simple belief: that everyone should have the opportunity to realise their potential and lead fulfilling lives.

Our vision is a community where everyone has the opportunity to succeed. We achieve this by delivering impactful services and working in partnership with clients, communities and organisations to address the barriers and inequalities that prevent people from thriving. Our values of Enable, Quality, Understanding, Improvement and Partnership guide everything we do, shaping how we support our community and continually strengthen our impact.

We are recruiting an Interim Chief Programmes Officer to join ClementJames at an exciting stage in our development. As a member of our Senior Management Team, working closely with the Chief Executive and Chief Operations Officer, this role offers an opportunity to help shape the future of our programmes, contribute to the delivery of our new strategic plan and business plan, and ensure our services continue to create meaningful change for the people and communities we support.

ClementJames is a trusted, ambitious and award-winning charity, recognised as Voluntary and Community Sector Organisation of the Year at the RBKC Mayor's Awards. We have a proud history of delivering high-quality, evidence-informed services and building lasting relationships across the community. With a talented team, strong partnerships and a deep commitment to diversity, equity and inclusion, the successful candidate will have the opportunity to contribute to our next chapter of growth and help us continue delivering lasting change.

If you believe that everyone should have the opportunity to achieve their ambitions and live fulfilled lives, and you are excited by the chance to contribute to an organisation with purpose, passion and a deep commitment to its community, then ClementJames could be the perfect career choice for you.

Dami Solebo



About the role

We are seeking an exceptional leader to join ClementJames as our **Interim Chief Programmes Officer** for a **maternity cover**. The length of cover will be confirmed during the recruitment process and will be **at least 12 months**. Reporting to the Chief Executive, you will be one of three members of our Senior Management Team, alongside the Chief Executive and Chief Operations Officer, providing strategic leadership for the organisation and ensuring we continue to deliver exceptional services and lasting impact.

This is a unique opportunity to build on the strong foundations established by our current Chief Programmes Officer while bringing fresh ideas and expertise during an exciting period in the organisation's development. You will lead the delivery of our services, inspire and develop a talented team of senior managers, champion quality, impact and continuous improvement, strengthen strategic partnerships, and help shape the future direction of ClementJames.

We are looking for an experienced senior leader who combines strategic vision with operational excellence, is passionate about developing people and partnerships, and shares our belief that everyone should have the opportunity to achieve their potential.



Main duties and responsibilities

Programme Delivery

- Oversee the effective delivery, quality and strategic alignment of all ClementJames programmes, identifying and managing operational risks.
- Ensure programmes and services are well-coordinated and meet the expectations of funders, partners, clients and other stakeholders.
- Maintain key programme partnerships, including with sister organisation **Into**University.
- Oversee annual programme delivery planning and scheduling.

Impact, Evaluation and Quality

- Lead the organisation's impact, evaluation and monitoring framework, fostering a strong culture of learning and continuous improvement.
- Observe programme delivery, provide feedback, and review performance against qualitative and quantitative targets.
- Meet regularly with **Into**University and Programme Managers to review outcomes, progress and strategic priorities.
- Monitor emerging needs across clients, communities and external stakeholders.

People Management and Leadership

- Line-manage Programme Team Managers and the Staff Support Worker, supporting their development and enabling high-performing teams.
- Act as Deputy Designated Safeguarding Lead, promoting best practice and supporting safeguarding training.
- Ensure delivery staff receive effective management, wellbeing support, training and professional development.
- Contribute to organisational strategy, service development and resource planning as part of the Senior Management Team.
- Work with the Chief Operations Officer to develop leadership opportunities and strengthen staff recruitment, retention and capability.

Communication and Partnerships

- Build and maintain strong relationships with funders, partners and other stakeholders.
- Represent ClementJames at meetings, committees, boards and external events.
- Maintain and develop strategic partnerships, including with the Grenfell Foundation, and identify new collaboration opportunities.
- Keep the organisation informed of relevant national and local policy developments.

Main duties and responsibilities (continued)

Other Responsibilities

- Support recruitment, promotions and staff development across the organisation.
- Lead or contribute to organisational projects, policy development and strategic initiatives.
- Champion ClementJames' values and work with the Senior Management Team to advance the organisation's commitment to diversity, equity and inclusion (DEI), ensuring managers are equipped to implement the organisation's DEI strategy.
- Support annual planning, Vision Day and staff learning and development.
- Report programme outcomes and partnership developments to the Trustee Board
- Undertake other duties as requested by the Chief Executive or Trustees.

Current reporting (As of August 2026): The CPO line-manages the IntoUniversity Centre Leader, Employment Skills Programme Manager, Children and Young People's Programme Manager, and the Community Support Manager, Staff Support worker and is a staff contributor to the People and Culture Committee.



Person Specification

- **Strategic programme leadership and delivery** – Ability to oversee multiple programmes, ensure alignment with the strategic plan, and proactively use exceptional organisational skills to manage competing deadlines, adapt to evolving environments, and maintain high delivery standards.
- **Performance, quality, and impact evaluation** – Strong focus on monitoring outcomes, maintaining quality, and embedding an evidence-based evaluation culture that uses data and observations to achieve both qualitative and quantitative targets.
- **People leadership, team development, and DEI ethos** – Ability to mentor senior staff, support team wellbeing, and demonstrate an unwavering commitment to embedding diversity, equity, and inclusion (DEI) so managed staff actively live these principles.
- **Safeguarding, ethics, and problem solving** – Strong understanding of safeguarding when working with vulnerable clients, combined with the ability to anticipate challenges, resolve issues effectively, and ensure safe, responsible, and ethical practice.
- **Partnership and stakeholder management** – Skilled at building and maintaining strong relationships with partners, funders, community organisations, and other key stakeholders to support the organisation's mission.
- **Collaboration, representation, and communication** – Confident communicator able to work effectively within a Senior Management Team and professionally represent the organisation across external networks.



Our Values

We are looking for people who can demonstrate our values: **Enable**, **Quality**, **Understanding**, **Improvement**, and **Partnership**.

Enable: we believe in helping people find the resources and achieve the independence they need for long-term solutions. Are you someone who strives to achieve the right outcome for each individual? You will be committed to building an inclusive culture in which everyone is valued for the unique people they are.

Quality: we are committed to providing the best environment for our staff to flourish so we can provide the best possible services to the community. Are you someone who is self-motivated, with a sense of ownership over tasks and duties? You will take pride in being efficient in all aspects of your work. You will also have the ability to plan and prioritise tasks and meet deadlines in a fast-paced working environment.

Understanding: we value the experience of every person in our community; our work is based on our understanding of the community's priorities. Are you someone who is kind and supportive of others? We need team members who deliver a professional service while maintaining compassion for clients and colleagues alike.

Improvement: we analyse what works and we learn from mistakes. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You also have a positive attitude and the ability to work flexibly.

Partnership: we work collaboratively with individuals and organisations to achieve shared goals. Are you someone who enjoys working as part of a team? You will be supportive of your team members and beyond as we work together to equip the community for success.

Safer Recruitment

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to make sure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- We will always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- We are committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy they are applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates who declare disabilities to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18s joining the organisation have ongoing risk assessments to make sure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with GDPR legislation.

To find out more, please contact:

The ClementJames Centre
95 Sirdar Road, London, W11 4EQ

020 7221 8810
reception@clementjames.org
www.clementjames.org

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twitter.com/ClementJames
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