



## JOB DESCRIPTION: DIRECTOR OF GLOBAL PROGRAMMES

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- Purpose:** To oversee the development and delivery of the Travel Foundation's global portfolio of programmes and knowledge products for tourism destinations and businesses, whilst maximising the organisation's overall impact and funding potential.
- Responsible to:** Chief Executive Officer
- Main duties:** Responsible for development and implementation of the organisation's programmes strategy and specific projects; Direct and indirect line management of executive team members in implementation of programmes strategy; Support strategic partnership development and fundraising to ensure effective alignment on key outcomes and procurement of sufficient resources to achieve programmatic impact; Management of key external partnerships; Participation in senior leadership team activities and overall stewardship of organisational strategies, plans and budgets
- Contract type:** This is a permanent position which will start on 60% time, with the ambition to transition to full-time when possible. Salary range is £47-54K DOE, prorated. Ability to work from home and travel when required. May be based in Americas or EMEA time zones.

## THE TRAVEL FOUNDATION

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The Travel Foundation is a leading global charity that works in partnership with governments, businesses and communities to develop and manage tourism to maximise its benefits for communities and the environment, so that destinations can thrive. Founded in 2003, it has worked in nearly 30 countries around the world. Its head office is based in the UK and it has a global network of project managers. [www.thetravelfoundation.org.uk](http://www.thetravelfoundation.org.uk)

### Our values

- Committed: We believe in meaningful change
- Open: We are transparent and collaborative
- Global: We have broad perspective and partnerships
- Inclusive: We celebrate difference
- Trustworthy: We maintain independence and put community first



## MAIN DUTIES & RESPONSIBILITIES

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**Main Objective:** Collaborate with partners, stakeholders, trustees and staff to design and develop new strategic programmes, projects, and knowledge products that help the travel and tourism sector deliver a more equitable model that brings about net positive benefits to communities

### CORE RESPONSIBILITIES

#### Strategy and Planning

- + Ensure that the organisation's programmes, projects and knowledge products are achieving their desired impact and delivering change-making outcomes for the industry
- + Support development of TF strategy and annual plan and budget, with particular oversight over Programmes plan and budget, as well as framework for monitoring and reporting on results and achievements
- + Active engagement and participation in regular Senior Leadership team meetings and Organisational Health team meetings and related activities, including working with the CEO and Director of Finance and Operations on organisational staffing and culture
- + Support the CEO and Head of Strategic Partnerships on the development of the organisation's fundraising strategy and development of funding opportunities
- + Lead or support specific fundraising initiatives and relationships including development of new project proposals

#### People and Project management

- + Direct oversight of Programmes team within the executive, ensuring the organisation has the relevant skills and capacity for optimum delivery of the charity's programmatic impact
- + Lead on or oversee, depending on the situation, the delivery of projects within the organisation's existing portfolio
- + Ensure through effective oversight and sound systems that all projects and knowledge products implemented and disseminated by the organisation are delivered within budget and meet high standards of quality and impact
- + Line management of specific staff members to be determined

### SUPPORTING RESPONSIBILITIES

#### Partnership development & management

- + In coordination with the CEO and Head of Strategic Partnerships, build and manage specific partnerships with leading travel companies and trade associations, NGOs, DMOs, and government bodies to facilitate alignment on impact and achievement of the charity's goals.



- + Participate in relevant international sustainable tourism initiatives, to maximise opportunities for learning and collaboration.
- + Participate in developing the programmatic strategy of the Future of Tourism Coalition, in order to ensure TF effectively utilises this flagship programme to maximise impact and visibility of programmes

### **Marketing and communications**

- + Work with the Head of Strategic Communications on the delivery of communications campaigns that support the promotion of TF programmes and knowledge products and report on the impact and outcomes of TF's programmatic activities
- + Represent TF to the public in specific opportunities that communicate TF messages to key stakeholders

### **Financial planning and management**

- + Working with the Director of Finance and Operations, to oversee sound fiscal management of TF programmes, including oversight and reporting of annual programmes and project-specific budgets, including accurate production of budgets for funding proposal

### **Supporting the board of trustees**

- + Working with Senior Leadership team to support the CEO and Chair of the Board in preparation for trustee meetings and management of relevant working groups on an as-needed basis

Along with the main duties outlined above, you will also be expected to carry out any other duties that are reasonably asked of you.

## **Person Specification**

As a key member of the Travel Foundation's Senior Leadership team, the Director of Global Programmes will display the highest levels of personal and professional integrity at all times, acting in a way that reflects positively on the charity.

They will first and foremost be a dedicated changemaker with passion for the catalytic potential of the global travel and tourism sector and keen insight into how to genuinely effect systems change across varied stakeholders. This person will be willing to challenge the status quo and ably advocate for destinations and businesses to better understand and address the impacts of tourism. They will also be practical, able to translate the organisation's ideas and innovations into real-world application. They will also demonstrate high standards of quality, excellent, independent judgement, and a motivation to innovate and deliver programmes that strengthen the organisation's strategy and mission.

From a communications perspective, the Director of Global Programmes will be able to both write and speak with authority in order to demonstrate considerable experience and subject-matter expertise. This person shall have a considerable ability to inspire and motivate people both internal and external to the charity. Within the Travel Foundation, they will collaborate at a high level with other team



members and offer suitable levels of autonomy to those they manage, whilst building trust to contribute towards and strengthen the organisation's values and culture. They will also show the ability to collaborate and communicate effectively with trustees and external partners representing a range of backgrounds.

The Director of Global Programmes will display the ability to inspire and attract new partners and funders, and will ideally bring their robust existing network along with them to the organisation in order to create new opportunities. They will have the confidence to represent the organisation when required at international events and with the media.

Finally, the Director of Global Programmes will display a 'can do' attitude, showing agility to change, flexibility and a willingness to adapt and evolve in order to achieve desired outcomes.

## Essential Criteria

- + Proven knowledge of, and a minimum of six years senior-level experience working with both public and private sectors in tourism.
- + Extensive and demonstrable experience in developing programmes or designing and managing large-scale projects, as well as with monitoring and evaluation frameworks
- + Experience in business development or fundraising for new projects, ideally with a variety of donor types
- + Experience of strategic development and planning, with demonstrable strategic thinking
- + Experience with developing and managing large-scale budgets
- + Excellent communications skills, able to operate at all levels both orally and in writing, and a highly confident public speaker demonstrating subject matter expertise
- + Solid understanding of good governance and risk management
- + Educated to relevant Masters Degree level or above

## Preferred Criteria

- + Experience working within a Destination Management Organisation or similar
- + Previous line management experience
- + Previous non-profit sector experience
- + Foreign language skills (especially Spanish, French, Arabic)
- + Experience working across a broad range of countries/geographic regions

### Job Posting

The Travel Foundation is now recruiting a senior level Director of Global Programmes! We are looking for the ideal person to join the team, and our new colleague will play a significant and strategic role in shaping the future direction of the organisation and its programmes, which



support the global travel and tourism sector in understanding its overall impact and help to maximise benefits for communities and the environment.

Are you a dedicated changemaker and advocate, with passion of travel and tourism and keen insight into how to genuinely effect systems change across public and private sectors? Do you have experience working in and with the industry, in particular within a destination management environment? Do you have a large network which will enable you to open new opportunities for the organization? Are you interested in joining the senior leadership team of a well-respected, highly visible nonprofit that is working hard to maximise its potential? And are you keen to work with a fast-paced dynamic team in a primarily virtual environment that allows for strategic flexibility while focusing on achievement and outcomes?

Then we want to hear from you. Please read the Job Description and Person Specification carefully, then apply with a CV and accompanying cover letter at <https://the-travel-foundation.breezy.hr/p/1699dd6c061601> by 23.00 GMT, Sunday 10<sup>th</sup> October.