



**Appointment Pack for  
Programme Manager  
To Join our Team**

## Welcome

Thank you for your interest in The Seafarers' Charity, the leading maritime welfare grant-making charity. We are recruiting for a full-time role of Programme Manager.

For over 100 years, we have been the central fundraiser and grant maker for maritime welfare. As a truly independent charity, we always put seafarer welfare first.



We raise funds in order to make impactful grants, informed by our deep knowledge of the sector. We are the only global maritime grant-funder that supports all those who work at sea, whatever their seafaring profession.

This role is key to the delivery of our pro-active and preventative approach to supporting the safety and welfare of seafarers, as adopted in The Seafarers' Charity's 'Thrive' Strategy.

You will identify emerging issues impacting seafarers and work with our funded delivery partners, and other key stakeholders, to develop advocacy, campaigning, research projects and programmes of work which inform grant funded solutions to improve the safety and welfare of people who work at sea.

You will support programme management and actively liaise with stakeholders, volunteers and others interested in engaging with The Seafarers' Charity on innovative solutions to known and emerging welfare problems faced by seafarers and their families.

You will be joining a diverse, friendly, committed team of about 20 staff. Staff are currently opting to work on a hybrid basis, with a minimum of 3 days per week in the office. There are regular organisation-wide staff meetings at the office to ensure opportunities for people to get to know each other face-to-face, plus smaller departmental team meetings, and cross-organisational working groups.

You will have an important part to play in helping us to drive improvements in the lives of seafarers globally. If you join us, you will have the opportunity to make a real impact and be part of our success story.

# About

## The Seafarers' Charity

### Who we are

The Seafarers' Charity has been improving the lives of those who work at sea, and their families, for over 100 years. Established in 1917 as The King George's Fund for Sailors, to support the families of seafarers lost at sea during World War One, we support seafarers throughout their seafaring careers and beyond. We are the largest independent grant funder of maritime welfare charities – with at least £2 million in funding injected into supporting the safety and welfare of seafarers each and every year.



### Our vision and mission

Our **vision** is a world where seafarers and their families are free from need and disadvantage. Our **mission** is to tackle the disadvantages of seafaring life by leading collaboration, funding and advocacy to improve seafarers' lives.

### What we do

We are built on two foundational pillars: **fundraising** and impactful **grant-making**. For over 100 years, we have been the central fundraiser for maritime welfare. As a truly independent charity, we always put seafarer welfare first. We raise funds in order to make impactful grants, informed by our deep knowledge of the sector. Our long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'ecosystem of support' within the maritime sector.

We award funding to support a diverse range of delivery partners to deliver vital, targeted help where it is needed most. We fund the essential cost of a strong network of maritime welfare services across the global sector, and – crucially – tackle seafarer hardship in all its forms; at sea and on land.

Our fundraising efforts see us both reaching out to interested individuals and partnering directly with industry and other stakeholders. We value the importance of reciprocal relationships: engaging in collaborative dialogue that brings learning and understanding for us and our delivery partners.

This includes gathering evidence and data that can help us champion and advocate for seafarers more effectively, identify new areas to target, and raise more funds. By celebrating and sharing the results of our grant-making, we aim to continuously increase our fundraising – and continuously grow our impact.

# Our Strategy

## The long-term impact we want to achieve

Put simply, we believe a career at sea should be fulfilling, rewarding, safe, and free from the unique hardships that can be part of a life on board. Everything we do is about charting a course to make this a reality.

We want to drive improvements in the lives of seafarers globally – these are set out as five strategic outcomes to support long-term impact and achieve:



**Better working  
lives at sea**



**Safer working  
lives at sea**



**Enhanced financial  
resilience**



**Increased health  
and wellbeing**



**Improved social  
justice**

Our strategy looks ahead across 2024-2030, establishing the following three key pathways, creating a clear direction of travel for our Charity, without losing the great work underway in delivering against the existing framework:

**- Preventing hardship:** Amongst our grant recipients, we fund charities and non-profit organisations that provide a vital safety net in times of crisis, but ultimately our vision is for a world where rescues are not needed, and charitable support delivers more than a short term, or one-off response. Our focus will increasingly be on preventing the causes of hardship experienced as a consequence of working at sea.

**- Advocating for action:** Industries and governments have a vital role to play in ensuring that working at sea is a rewarding and safe career, whatever form it takes. Where we see gaps in industry action or in regulation or enforcement, we will work collaboratively, use our convening powers and our voice, and advocate for improvements to seafarers' safety and welfare at sea.

**- Global impact:** We recognise that seafaring, by nature, is a global occupation. With seafaring careers taking men and women all over the world, and seafaring communities based in many different countries, our remit is broad and reflects the scale and breadth of the industries and people we support. We will better understand where opportunities to act preventatively exist, and we will assess our impact through this lens.

## Living our Values

Crucially, we continue to be an organisation that is proud of not shying away from tackling difficult and complex systemic challenges – we fund research to understand the issues we work on, and then we use our voice, our convening power, and our willingness to collaborate, to bring positive change for seafaring communities. Through this approach, we work by – and exemplify – our values. We are:

### Driven by integrity

We do the right thing. Compassion and transparency are embedded in how we work.

### Innately collaborative

We inspire a culture of creative partnerships to achieve the best impact and outcomes.

### Proudly innovative

We embrace effective new ideas and ways of working.

### Bold in our decisions and actions

We ensure impact through brave and well-considered decision-making.

## The 'Ecosystem of Support'

The Seafarers' Charity's long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'ecosystem of support' within the maritime sector. To bolster this ecosystem and deliver wider benefit across the maritime sector, we convene, commission research, share knowledge, and use our voice to advocate for seafarers. We recognise our role in strengthening and growing the whole network of support for seafarers.



## Equity, Diversity, and Inclusion

The Seafarers' Charity recognises and harnesses the importance of Equity, Diversity, and Inclusion (EDI) and is signed up to the [Diversity In Maritime Charter](#) We are committed to a policy of promoting equality of opportunity, by providing an inclusive workplace where individual differences are valued and respected. We recognise that equality is not simply about treating everyone the same and that equity is key, making appropriate adjustment to ensure equal opportunities for all. We have a staff led EDI working group that meets monthly and have staff 'lunch and learns' to push forward our work on EDI within our organisation.



In short, we embrace anyone and everyone who works for us, or we work with... in the services we provide. We strive to eliminate any processes with unfair treatment or discrimination (whether direct or indirect) and will not tolerate any discrimination relating to issues of equity, diversity, or inclusion.

We encourage applications from all regardless of age, sexuality, socio-economic background, disability, ethnicity, gender, religion, or beliefs. We are committed to building a culture of belonging and inclusion and this is reflected in our policies, practices, and diversity in maritime networks and supported by our Trustees.

We are a family-friendly organisation, and we encourage flexible working as we want our employees to achieve a healthy work-life balance. Currently our full-time employees are working flexibly with 3 days in the London office per week.

## How to apply

If you are interested in applying, please send a current CV (no more than three sides) and supporting statement - which should outline your suitability in relation to the Job Specification, along with your motivation for applying for the position to [recruit@theseafarerscharity.org](mailto:recruit@theseafarerscharity.org) with reference PM2024 in the subject line.

**Closing date:** Applications will close 9am Wednesday 4 December 2024.  
**Interviews will be held on week commencing 9 December 2024**

### Salary & Benefits

Remuneration: £55,000 per annum

Contract: Full Time 35 hours per week

The rewards package also includes:

#### Holiday entitlement

- 30 days + public holidays pro-rata

#### Pension and Other Benefits

- Auto-enrolment to group pension scheme (7.5% employer contribution, 5% employee)
- Health cash plan through HSF (Hospital Saturday Fund)) or Healthcare Membership scheme (Benenden)
- Season Ticket Loan
- Access to the Employee Assistance Programme
- Hybrid working options
- Death in Service Scheme

#### Location: the charity is based at:

8 Hatherley Street  
London  
SW1P 2QT



## JOB DESCRIPTION

<b>Title of Post</b>	Programme Manager
<b>Reporting to</b>	Impact Director
<b>Location</b>	Hybrid – 3 days in office at London HO

### Purpose of the role:

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#### 1. Purpose of Role:

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This role is key to the delivery of our pro-active and preventative approach to supporting the safety and welfare of seafarers, as adopted in The Seafarers' Charity's 'Thrive' Strategy.

The postholder will identify emerging issues impacting seafarers and work with our funded delivery partners, and other key stakeholders, to develop advocacy, campaigning, research projects and programmes of work which inform grant funded solutions to improve the safety and welfare of people who work at sea.

The postholder will support programme management and actively liase with stakeholders, volunteers and others interested in engaging with The Seafarers' Charity on innovative solutions to known and emerging welfare problems faced by seafarers and their families.

#### 2. Key Accountabilities:

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##### Project Management

1. Project management of thematic programmes and work streams aligned to the delivery of the Thrive Strategy.
2. Support the delivery of key projects such as Fly The Red Ensign, National Fishing Remembrance Day and initiatives to improve seafarers' safety at sea.
3. Organise and support thematic working groups of relevant stakeholders.
4. Effectively manage projects and programmes within time and budget.
5. Utilise appropriate project management tools and techniques.

##### Stakeholder and Volunteer Management

6. Collaboration with stakeholders and funded delivery partners to support the development of funded solutions to existing and emerging problems impacting seafarers' safety and welfare while working at sea.
7. Leadership and development of an expert stakeholder group to help inform The Seafarers' Charity's future preventative funding initiatives.

8. Leadership, development and recruitment of a volunteer programme. To enable and support the engagement of people interested in the work of The Seafarers' Charity and our funded charities to ensure they are sufficiently informed and able to actively champion our work.
9. Collaborative working in partnership with externals and internally across teams in a manner that brings all relevant strengths and skills to achieve a solution.

### **Communications**

10. Influential writing of thought leadership articles, web articles, social media content and policy briefs.
11. Accurate note taking of meetings and provision of updates for volunteers and working groups.
12. Horizon scanning, researching and briefing on issues impacting seafarers' safety and welfare.
13. Liaise with researchers and support the development of research projects, as required from time to time by the Impact Director.

### **Monitoring & Evaluation**

14. Liaise with the Head of Grants and the Grants Team to identify emerging issues impacting seafarers' safety and welfare as reported in Grant Applications, Monitoring & Evaluation reports and case studies.
15. Support the development of the Impact Team's data gathering, reporting tools and data sharing.
16. Utilise KPIs to contribute to Impact Reporting on advocacy and campaigns initiatives.

### **Wider Accountabilities**

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At The Seafarers' Charity we work collaboratively by:

17. Actively learning and developing to stay up to date with developments in our area of expertise and to meet the changing need of the job and charity by participating in appropriate learning activities including data protection and information security.
18. Encouraging and supporting the development of others, and the charity, by engaging in and contributing at learning opportunities and sharing of knowledge.
19. Representing the charity in a positive and professional manner with both internal and external stakeholders and in doing so enhancing the work of the charity and its overall reputation.
20. Ensuring compliance with the charity's policies, procedures, and contract of employment.
21. Undertaking any other duties that may be required in the furtherance of our objectives. If there is a requirement to carry out duties out of office hours, this is to be arranged in accordance with current procedures.

## **5 Person Specification**

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### Requirements

The requirements listed below are representative of the knowledge, skill, and/or ability required to carry out the job effectively, and which may be further developed over time.

#### Essential Criteria

- At least 3 years experience in a programme or project management related role.
- A thorough understanding and experience of using project and programme management methods and principles and techniques including Prince 2 or equivalent project or programme management qualification.
- Strong organisational and time management skills with the ability to manage competing projects and priorities effectively.
- Previous experience of working with, and managing, volunteers.
- Experience of leading working groups and working collaboratively with a range of stakeholders.
- Excellent communication, interpersonal and presentation skills and the ability to build and maintain positive relationships with colleagues, partners, stakeholders and seafarers.
- Proven writing skills. Ability to write in an influential and compelling manner as well as to communicate complex information in a simple manner.
- Proven finance and budget management skills.
- The ability to work independently and on own initiative identifying and resolving problems.
- Creative thinking with the ability to make independent decisions.
- A curious disposition with a desire to learn more.

#### Desirable

- Experience of working at sea and/or an understanding of issues impacting seafarers' safety and welfare.
- Experience in research funding or managing research programmes