



JOB DESCRIPTION

Position:	International Programme Manager and Urban Designer
Reports to:	Associate Director, International
Salary:	£38,000 - £43,000 per annum, dependent on experience
Location:	London, UK with willingness to travel; potential for hybrid working

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

Reporting to an Associate Director within the Architecture and Heritage Projects Team, the International Programme Manager and Urban Designer will be responsible for coordinating and managing key projects on behalf of The Foundation, both in the UK and internationally – with particular emphasis of leading design teams, engagement and co-design processes.

Key Tasks

Specific Duties will include:

Urban Design and Sustainable Place-making

- Prepares urban design strategies and the preparation of outline planning applications.
- Responsible for day-to-day delivery and ensuring the needs of client requests are met.
- Manage deliverable schedules and assist the Directors and Associate Directors on tasks.
- Produce drawing packages and coordinate workshops / charrettes with the senior team.
- Manage stakeholders – including identifying and building relationships with people and organisations.
- Coordinate and correspond with consultants and partner organisations.
- Conduct in-depth research and create base map and briefing reports.
- Create masterplans, strategic plans and design drawings.
- Create presentation materials and graphic illustrations.
- Write detailed reports and design documents.

Communications and Engagement

- Working with the Executive Director of Projects and team in facilitating design workshops and stakeholder engagement, and collating all outputs for review.
- Collaborating with partners and The Foundation's Development Team to identify and secure funding for implementation of projects to demonstrate impact on the ground.
- Providing regular communications with partners and agencies in relation to projects and coordinate with The Foundation's communications team for PR outputs.
- Supporting development and delivery of events profiling The Foundation's work, including in the UK and occasionally at international conferences.

Strategy

- Support the Projects Director and the Executive Director to further the Projects Team strategy, and to identify and strengthen new opportunities as required;
- Supporting fundraising applications and the development of proposals for future projects.
- Working with other departments within The Foundation, including Fundraising and Education, as necessary for the advancement of the RPT and other project responsibilities.

The Foundation works with a wide range of partners, meaning it is inevitable that tasks and responsibilities may change and adapt over the life of a project. All staff are therefore expected to work in a flexible way when the occasion arises, undertaking tasks which are not specifically covered in their Job Description.



Person Specification

The essential skills, knowledge and experience required are:

- Professional qualification in planning, urban design or relevant built environment discipline, and a minimum of five years' experience;
- Highly organised, with experience of project management, ideally including complex international networks and projects;
- Experience, interest and understanding of international development;
- Proven stakeholder management skills, with ability to manage events;
- Ability to manage research and training programmes with a range of stakeholder groups;
- Ability to work collaboratively with others, including people from diverse cultures and backgrounds at all levels;
- Fully proficient in Adobe Creative Cloud Suite, notably InDesign, Illustrator and Photoshop for the creation of event materials and reports;
- Ideally proficient in AutoCAD for the creation and production of information for urban design and masterplanning projects;
- Experience in Sketch-Up and 3D modelling;
- Proven ability to self-manage, coordinate travel arrangements and engagements;
- Strong oral communication skills; highly efficient administrative and report writing skills;
- Experience in hosting Zoom Meetings and Zoom Webinar events;
- Knowledge and experience using social media platforms to report on events.

Other:

- The post will be based at 19-22 Charlotte Road, London, EC2A 3SG with the requirement to travel on occasion.
- A degree of flexible hybrid working may be possible, while the position may also require periodic travel internationally.
- Your working hours will be 37.5 hours per week, Monday to Friday.
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter, portfolio and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday 21st of November 2025 at 5pm.