

<b>Job title:</b>	Delivery and Recruitment Manager (Inspiring College Governance service)
<b>Purpose:</b>	To develop, manage and deliver the new College Governance Recruitment Service in England
<b>Reports to:</b>	Director of Governance Programmes
<b>Location:</b>	Quantum House, 22 – 24 Red Lion Court, Fleet Street, London, EC4A 3AB (office based role)
<b>Remuneration:</b>	£27,000 - £32,000 per annum dependent upon experience plus pension
<b>Additional Terms:</b>	30 days paid holiday, exclusive of Statutory Holidays
<b>Appointment Terms:</b>	This post is for immediate appointment by end May/early June 2017. Initially fixed term to end May 2018, with possible extension of a further 2 years

### **Inspiring College Governance Recruitment Service**

The charity Education and Employers has been successfully awarded a contract for the initial development and delivery of a new recruitment service to fill governance positions within Colleges across England.

College governors carry out a similar role to non-executive directors in a business context. They are required to hold senior leadership teams to account to ensure that the institution serves the needs of its learners, employers and communities. It is the role of the governing body to set the mission and strategic direction, as well as to oversee quality, finances and challenges to delivery. The governance role is therefore an important one.

The first year of the Inspiring College Governance service runs from March 2017 to March 2018. The service is due to launch in autumn 2017, although there is the expectation that some recruitment will take place from May for specific positions. During the first year of the service focus is on five broad areas:

1. Development of the Inspiring College Governance service offer and supporting marketing collateral, website and application process;
2. Identification of the vacancy landscape across England for College Governance positions;
3. Recruitment of a minimum of 100 individuals from across England who are well-placed and interested in acting as Chairs of College Finance Committees;
4. Recruitment of c500 individuals with high level business skills with an explicit interest in serving on a Board of Governance at a Further Education College;
5. Supporting the planning of successful launch events in the autumn 2017 (being organised by Education & Employers Event Co-ordinator).

Underpinning the delivery of this contract is Education & Employers 'Inspiring the Future' technology Platform. This Platform has already enabled our Charity to recruit over 35,000 volunteers from some 10,000 businesses volunteering to support schools and colleges. This includes c3,000 people who have expressed an interest in serving as governors and trustees.

### **The role**

Working with the Director of Governance Programmes, and other team members, such as the Events Coordinator, our external Communications Consultant and other members of the wider Education and Employers Charity this role will manage, develop, and deliver the Inspiring College Governance service, across the 5 broad tasks indicated above and in addition support the management of and reporting to our client.

We are looking for a self-starter with proven capabilities in developing and maintaining strong relationships and a record of achieving demanding targets within a comparable context, for example: education-business partnership working, recruitment or service delivery. Ideally, the successful candidate will have experience of working with both employers and colleges and an understanding of the value of employer engagement in education and of the importance of high-quality governance to improving educational outcomes.

The successful candidate will have a strong understanding of the Corporate Sector/Further Education landscape and awareness of the mutually beneficial partnership opportunities available, excellent project management capabilities, interpersonal skills and the ability to work with senior stakeholders.

### **Job description:**

#### **Project Management**

To project manage the service throughout the delivery period: Tasks to include:

- To **develop, manage and deliver** on a day-to-day basis the Inspiring College Governance Service to achieve pre-defined targets for the service during its first year of operation to end March 2018;
- To keep the Project Delivery Plan up to date and on track against timelines. To develop and regularly submit for review the Project Risk Register;
- Working closely with the Salesforce and CRM Manager and Director of Operations and Programmes (and with the support of a temporary Project Assistant) manage the uploading of recruitment information onto the 'Inspiring the Future' Platform once the upgrades to the Platform are sufficient to allow this (c August/September 2017);
- To **provide essential Management Information** about the progress of the project to the Director of Governance Programmes on a regular basis;

- Liaise regularly with Director of Governance Programmes and other colleagues including in partner organisations regarding ad hoc queries and be the point person for Inspiring College Governors related queries;
- Attending regular meetings with the Inspiring College Governance service client and other stakeholders as appropriate;
- Provide **regular reporting** on activity against pre-defined KPIs, including a template monthly report to the client of activity against milestones;

### **Volunteer Recruitment and Retention**

To scope, develop and deliver a recruitment process to recruit skilled volunteers willing to serve on a College governing board (including as a Chair of a College Finance Committee). This will include the following:

- Pro-actively **build relationships** with **national and local employers** and their representative bodies to recruit volunteers; and to follow through with interested individuals;
- Pro-actively **build relationships** with **Colleges** to understand their governance vacancies and specific requirements;
- Work with the client to **identify the vacancy landscape** for College governance positions across England;
- Identify, contact and **screen suitable volunteers** from the 'Inspiring the Future' Platform;
- Identify and **target appropriate employment sectors** from which additional suitable volunteers may be sourced, and to follow through with interested individuals;
- Work with the Director of Governance Programmes, our external Communications Consultant and the client to develop and **finalise a recruitment pack** and associated materials (leaflets, application documents, case studies, website etc.);
- Work with the Director of Governance Programmes and our external Communications Consultant, keep the **Recruitment Strategy updated** and relevant in line with progress;
- **Match suitable volunteers to Colleges with vacancies** for them to take forward their internal recruitment process (the Inspiring College Governance service is responsible for sourcing, screening and passing through to Colleges appropriate volunteers. Colleges will fully interview and always make the final recruitment decision);

- Working with our Communications Consultant develop a **plan to regularly communicate** with volunteers who are committed to a College governance position to **keep them motivated** while waiting for a suitable vacancy to arise;

#### Other

- Work with our Events Coordinator, Director of Governance Programmes and the client to **organise and deliver three regional launch events** in autumn 2017 to launch the Inspiring College Governance service;
- Exhibit **excellent communication skills** with the ability to present to a broad range of people both internally and externally;
- Maintain a **personal profile and professional conduct** in keeping with representing the charity, the client and the Inspiring College Governance service appropriately always;
- Undertake appropriate learning opportunities to develop expertise in the subject of College Governance.

#### Person Specification

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• An articulate and confident communicator (face to face, by email, by phone, through presentations and in written reports).</li> <li>• Demonstrate influence and respect across a range of stakeholders including at senior level.</li> <li>• A self-starter with excellent planning, negotiating, time management, administrative and organisational skills.</li> <li>• Ability to identify priorities and understand own and others' daily work schedules to ensure routine priorities are handled effectively to agreed timescales, deadlines and budgets</li> <li>• Problem-solving skills and the ability to be flexible and exercise</li> </ul>	

	<p>sound judgement and decision-making</p> <ul style="list-style-type: none"> <li>• Good working knowledge of Word, Excel, Access and PowerPoint.</li> <li>• Willingness and ability to undertake some travel as appropriate across England and occasional overnight stays if necessary</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Good level of education (to Degree Level or equivalent)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Further Education sector in relation to its finance/funding, governance structures and general policy environment</li> <li>• Knowledge of effective techniques which underpin relationships with stakeholders</li> <li>• Knowledge of motivations behind volunteering</li> <li>• Some knowledge of databases</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of volunteer management systems</li> <li>• Knowledge of key employment sectors such as finance</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience in volunteer or other recruitment services</li> <li>• Proven project management skills</li> <li>• Experience of employer engagement</li> <li>• Proven experience in successful relationship management (ability to engage confidently and sensitively with stakeholders and partners and at a range of levels of seniority up to and including senior Director level)</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Salesforce and/or first-hand use of databases</li> <li>• Experience of working to, and delivering targets and Key Performance Indicators (KPIs)</li> <li>• Experience of college or school governance in a professional or personal capacity</li> <li>• Working with, and managing work tasks of internal and external staff members to deliver a service, project or contract</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Efficient and proactive</li> <li>• Flexible with the ability to anticipate requirements and act to provide workable solutions to deliver what recruiters need from the service</li> <li>• Confident communicator who is perceptive to understanding needs/requests and able to action and prioritise these</li> <li>• Calm and patient when dealing with a range of people</li> <li>• Ability to work as a team player as well as autonomously</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel within the UK with occasional overnight stays</li> <li>• Ability to work some evenings and weekends to support events as appropriate (minimal)</li> </ul>
----------------------------	--	--

### About Education and Employers

Launched in 2009, the charity Education and Employers has become a key organisation in the field of employer engagement in schools and colleges, producing world renowned research, as well as delivering its highly successful 'Inspiring the Future' platform. Volunteers from the world of work, from apprentices to CEOs pledge a minimum of an hour a year to go into a state school/college to participate in a variety of activities for example: talking to pupils about their job, career, mentoring, talking about the educational route that they've taken to inspire the next generation of young people to the breadth of jobs and professions available, or they work with the senior leadership team in a governance role. Since 2012, more than one million young people have engaged with volunteers through Inspiring the Future. As Inspiring the Future has grown, so have the campaigns and services it offers, which include: Inspiring Women campaign aimed at getting more women from across the world of work signed up to volunteer; and Primary Futures which helps children understand the link between learning in school and the world of work. In May 2016, in partnership with the National Governors' Association and a range of supporting organisation, Education and Employers were awarded the Department for Education contract to deliver the Inspiring Governance Service for schools and in 2017 were awarded a contract to deliver Inspiring College Governance.

### Application

The closing date for applications is 12 noon Thursday 11<sup>th</sup> May 2017 with interviews scheduled for Friday 26<sup>th</sup> May. Interviews will take place at the Education and Employers' offices just off Fleet Street, London.

Only shortlisted candidates will be contacted by close of business on the 12<sup>th</sup> May 2017.

To apply please send a CV and Covering Letter setting out your interest in and suitability for the role to: [jobs@educationandemployers.org](mailto:jobs@educationandemployers.org)

**Applications from recruitment agencies will not be considered under any circumstances.**