



## Director of Inspiring Governance

Salary circa. £60k-£65k per annum dependent on experience

Location: Clerkenwell, London

Job Type: Permanent

Hours: Full Time

### Summary

We are currently recruiting for an experienced, self-motivated director to join the Education and Employers charity to lead its high profile Inspiring Governance programme. This is a rare opportunity to join the senior team at a small, successful, entrepreneurial charity which has established itself as a key player in enabling closer and more effective working between schools and employers.

This key post will provide strategic leadership and ensure effective operational delivery in a high profile programme. It will involve leading a team of six people, working closely with other teams and in partnership with the National Governors Association (NGA), to mobilise and co-ordinate collaborative efforts to make it easy for state schools across England to find volunteers with the skills and commitment to contribute effectively as governors.

The Inspiring Governance programme will raise awareness of the importance of skilled governance, recruiting thousands of prospective volunteers through unique online technology, driving demand from schools and colleges for the service, and delivering successful matching and placing of individuals onto governing boards across the country.

The new Inspiring Governance service will:

- Help boards recruit the highest calibre people possible.
- Support the maximum possible number of governing boards within available resources.
- Prioritise the boards most in need of finding skilled people and areas of the country where education standards and capacity to improve are weakest, whilst maintaining support to any school wishing to use the service.
- Provide effective screening, matching, and induction, to maximise the impact of the people introduced onto boards.

- Engage more employers in encouraging their staff to be involved in governance through managed employer support programmes
- Raise awareness across the education system of how to structure and populate a highly skilled governing board.
- Establish a new national channel through which governing boards can recruit an experienced and skilled chair.

The Director of Inspiring Governance role will be responsible for delivering on this and meeting an agreed set of KPIs. In doing so they will establish and maintain effective and constructive working relationships with Department for Education delivery teams, Regional Schools Commissioners and other external partners

The successful candidate will work closely with funders, national bodies representing schools and employers, individual employers (of all sectors and sizes) and schools to recruit and place people from the world of work into school governance roles through the highly successful Inspiring the Future ([www.inspiringthefuture.org](http://www.inspiringthefuture.org)) digital platform. In an era of growing school autonomy, the role will be central to ensuring that our country's schools are well governed.

We are looking for an experienced and effective senior manager who possesses strong leadership and demonstrative partnership building skills, operations delivery and people management for this role. The successful candidate will join the charity's small senior management team. This opportunity is for someone with the skills and experience to establish, inspire, engage and motivate a new team to hit the ground running. They will need to be a strong communicator who is able to seamlessly integrate into a dynamic organisation environment and make things happen quickly.

Reporting to the Director – Education and Employers, and with line management responsibility for two central (London-based staff) and up to four regional staff supported by staff in other teams, the role will involve:

- Maximising number of schools supported and individuals appointed to boards within available resources against pre-defined targets making use of new and existing relationships with schools and employers
- Ensuring prioritisation of effort towards schools most in need of skilled volunteers in cold spot areas across England
- Responding rapidly and effectively to urgent requests for support in helping schools to find the volunteer governors they need
- Managing a delivery programme which includes utilising staff, funded partners and stakeholder goodwill to oversee the efficient and effective delivery of a complex and high profile work plan, reporting regularly on progress against ambitious targets.

## **Background to the appointment**

Supporting governing boards to recruit skilled people is a key commitment from the Department for Education's recent white paper ***Educational Excellence Everywhere***.

The Government is committed to delivering educational excellence everywhere. In an increasingly academised, school-led system, robust school governance is crucial to complement growing school autonomy and the growth of multi-academy trusts. The Government's vision and expectations for the governance of schools and MATs is set out in the Governance Handbook.

The Charity, Education and Employers partnered by the National Governors' Association is the Department for Education's preferred bidder for a four year contract for the delivery of targeted governor and academy trustee recruitment.

## **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, producing world renowned research, as well as delivering its highly successful Inspiring the Future platform. Inspiring the Future currently matches over 9,500 teachers from more than 5,000 schools with over 29,000 volunteers from apprentice to CEOs from the world of work, who all pledge at least one hour a year to go into a state school/college and talk about their job, career and the educational route that they've taken to inspire the next generation of young people to the breadth of jobs and professions available. 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: the 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 2014 in partnership with the National Governors Association and a range of supporting organisation we launched the Inspiring Governors campaign which uses the Inspiring the Future platform to recruit volunteers interested in taking up school governance roles across the UK. Over the next four years, working closely with the Department for Education, Inspiring the Future will be further expanded to make tens of thousands new volunteers available to schools and college.

**Job Title:** Director of Inspiring Governance

**Reports to:** Director, Education and Employers

**Location:** Challoner House, 19 – 21 Clerkenwell Close, London, EC1R 0RR

**Purpose:** To provide strategic leadership and ensure effective operational delivery of the Inspiring Governance Programme

**Remuneration:** Circa. £60k (up to £65k for an exceptional candidate) per annum depending on experience (includes London Allowance)

**Additional Terms:** 30 days paid holiday, exclusive of Statutory Holidays

**Appointment Terms:** Full Time

## **Job description**

### **Key Accountabilities:**

- Day to day management of Inspiring Governance Programme
- Establishing and embedding new recruitment service for school governance
- Part of the senior management team responsible for the overarching delivery against EEs charitable objects
- Responsible for the delivering through an agreed contract with the NGA and monitoring and evaluating their performance against specific key performance indicators (KPI)
- Line Management responsibilities of the Inspiring Governance delivery team at the charity including up to 4 regional managers, and two central staff with responsibility both nationally and regionally, effectively coordinating the work between the central and regional teams
- Working with the Director – Education and Employers to devise operational approaches to meet delivery objectives against funded KPIs
- Working with the Head of Inspiring Governance at the National Governors Association develop effective and sustainable partnerships and opportunities with key stakeholder groups notably employers, employer bodies, local authorities, dioceses and schools in collaboration with the ITF schools and Employer Engagement teams
- Working with the Head of Inspiring Governance at the National Governors Association establish a new national channel through which school governing boards can recruit experienced and skilled chairs
- Working collaboratively with the Academy Ambassadors programme to co-ordinate activity and present a coherent offer to schools, multi-academy trusts, volunteers, businesses and other employers supportive of governance recruitment

- Attending regular meetings with key partners including the Department for Education, NGA, ASCL, NAHT, Academy Ambassadors, Regional Schools Commissioners to discuss governance recruitment priorities and delivery strategies
- Contract Management responsibility with the Director – Education and Employers. Attendance at contract management meeting with the Department for Education and reporting against pre-defined KPIs
- Managing the relationship with the charity's key Inspiring Governance partner, the National Governors' Association and ensuring key deliverables are met on time and to budget
- Representing the Charity as required in establishing and embedding new service
- Working closely with the employer engagement team to promote governance volunteer recruitment, giving them the tools and knowledge they need, and ensuring they are aware of vacancies that they can help target
- Working enthusiastically as a programme head and as part of a small dynamic team, sharing knowledge and experience with colleagues, leading the work of the central and regional teams across schools and employer engagement areas and collegiately with NGA colleagues
- Working closely with the Salesforce and CRM Manager to provide management information about the progress of the project, including system issues, stakeholder complaints and highlight improvements in a timely manner
- Contributing to the running of the charity as an active member of the Management Team
- Leading on the production of high quality reporting to funder/s
- Dealing with day to day, ad hoc queries and be the point person for all Inspiring Governance related queries
- Representing the organisation externally as a member of its senior management team

## **Other**

- Identifying and participating in an agreed volunteering activity in the field of education to gain a better knowledge of education for 5 days in the year – ideally as a school governor or academy trustee.

## Person Specification

### Skills/ Knowledge/ Expertise

#### *Essential*

- 3-5+ years' experience in a senior management position in a similar operations/primary delivery role and proven track record in managing a diverse team
- Good level of education, demonstrating capability in producing written content to a high quality
- An articulate and confident communicator who is influential, and effective in presenting to a range of different stakeholders, particularly at senior levels
- Knowledge of the education system and in particular school governance, trusteeship of Academies and Multi-Academy Trusts is essential. Whilst the successful candidate might not possess this, they must be prepared to acquire it and demonstrate how they would go about this
- Possess excellent interpersonal, planning, negotiating, time management, administrative and organisational skills, and able to identify priorities and understand own and others' daily work flows to ensure routine priorities are handled effectively to agreed timescales, deadlines and budgets
- Experience of managing multi-stakeholder relationships both internal and external and at all levels
- Proactive, with a 'can do' attitude, and the ability to seize opportunities that are presented
- Have a good working knowledge of Word, Excel and PowerPoint, and experience of using CRM databases. As well as knowledge on how to optimise data capture and presentation
- Excellent verbal and written communication skills with the ability to present to a broad range of people internally and externally including at a senior level. The post will require production of internal and external communications and correspondence to a high standard
- Maintain a personal profile and professional conduct in keeping with representing the charity appropriately at all times

- Have excellent interpersonal written and verbal communication skills –The post will require production of internal and external communications and correspondence to a high standard
- Attention to detail and accuracy
- Ability to travel within the UK and occasional overnight stays if necessary

### ***Desirable***

- Knowledge of volunteer management systems
- Experience of education governance in a professional or personal capacity
- A successful track record in planning effective programmes to influence the behaviour of external stakeholders/customers
- Familiarity with the education and employment sectors and the policy environment as well as effective techniques which underpin relationships with stakeholders

### **Personal Attributes**

- A “doer” - ability to anticipate requirements and act to provide workable solutions, taking responsibility for delivering against agreed targets
- Creative and solutions orientated, perceiving processes as the means rather than the end and as an aid to effective delivery
- Influencer - demonstrates personal ‘presence’ and gains the confidence of others through temperament, capability and calibre
- Demonstrates sensitivity and possesses the ability to manage effectively the organisational tensions that necessarily co-exist between stakeholders and partnerships
- Team Player: working collaboratively and flexibly to achieve outcomes

**To express interest in the post, please email a covering letter with a copy of your CV to: [jobs@educationandemployers.org](mailto:jobs@educationandemployers.org) by Friday 8<sup>th</sup> July 2016.**

**Interviews likely to take place on Tuesday 26<sup>th</sup> July 2016**