

Job title:	Regional Manager - employers and schools
Purpose:	To act as one of four regional managers (North; Midlands; South East & East; and South West) for the Inspiring Governance programme
Reports to:	Director of Inspiring Governance
Location:	North; Midlands, South East & East; and South West
Remuneration:	£27,000 - £32,000 per annum dependent upon experience plus pension
Additional Terms:	30 days paid holiday, exclusive of Statutory Holidays
Appointment Terms:	Initially for one year with likely extension of a further 3 years

Inspiring Governance

Across the country, hundreds of thousands of people give up their time to serve as governors or trustees of schools, colleges and Multi-Academy Trusts. They set the vision, ethos and strategic direction of their institution and ensure finances are used effectively, contribute to school/college improvement and hold head teachers/principals and their senior management teams to account for educational performance. They are one of, if not the, largest volunteer forces in the country and play a vital role in raising and maintaining educational standards. Ofsted is clear: good governance is a fundamental characteristic of a high performing school.

Inspiring Governance is an exciting new free service that connects skilled volunteers interested in serving as governors and trustees with schools and colleges. It also provides additional free expert bespoke support for volunteers and governing bodies as well as for employers which want to run programmes for their staff serving as governors.

Inspiring Governance is run by the charity Education and Employers in partnership with the National Governors' Association (NGA) working closely with the Academy Ambassadors Network, the Association of School and College Leaders, the National Association of Head Teachers and other partners. It is funded for the next four years by the Department for Education.

Volunteers sign up online and recruiting boards can search quickly and easily for the skills and experience they need. Inspiring Governance uses an online technology (www.inspiringthefuture.org) which already engages over 6,000 schools and colleges, and 30,000 volunteers registered across the country. Hands on support will also be provided where it is not possible to make matches online.

As part of the new service, the NGA is providing free expert advice and support for volunteers who become governors/trustees via a range of services including: access to online guidance and training including induction materials, and a new dedicated helpline. It is also providing governing bodies with free advice and support on recruitment and specialist advice on the appointment of chairs.

The role

We are currently recruiting four experienced regional managers for the Inspiring Governance Programme. The regional managers will be at the forefront of our work with schools and employers in their region. As part of the Education and Employers charity and working closely with our key partner the NGA, you will be responsible for recruiting and placing suitably qualified people from the world of work into governance roles through the highly successful Inspiring Governance match-making digital platform.

These new posts will involve being the face of this exciting project for their region, working closely with the central London-based team to achieve pre-defined targets, increasing volunteer recruitment through new and existing national/local employer relationships in their region and driving up demand for the service by encouraging governing boards to focus on recruiting members based on the skills that the board needs to be effective.

The Inspiring Governance programme uses an online match making self-service system powered by the Charity's Inspiring the Future technology. This will be complemented by tailored recruitment – providing specialist help to boards with urgent or high-priority vacancies and in regional priority areas. The role will include extensive liaison with schools/colleges, employers, professional bodies and individual volunteers to ensure that the service is successful in meeting its aims.

We are looking for self-starters 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, fundraising, sales and or marketing. Ideally, the successful candidate will have experience of working with both employers and schools and an understanding of the value of employer engagement in education as well as the importance of high-quality governance to improving educational outcomes. The successful candidates will have a strong understanding of their local corporate sector/school landscape and awareness of the mutually beneficial partnership opportunities available, excellent project management capabilities, interpersonal skills and the ability to work with senior stakeholders.

This is a home based role in the one of four regions (North; Midlands; South East & East; and South West) although desk provision in a partner organisation might be available. The role of regional manager, will by its nature, involve extensive travel and occasional overnight stays. Therefore access to a car/public transport is essential. Successful candidates will be eligible to additional travel allowances including the possibility of mileage allowances or company car provision to be agreed on appointment.

Regular face to face team meetings either in London or another convenient location will be a requirement although we are also exploring possibility of virtual meetings. The Regional Manager will make effective daily use of the Customer Relationship Management system (based on Salesforce technology) in order to manage data and delivery. Successful candidates will ideally have some knowledge of school governance and be expected to develop expertise rapidly. To support them in the role, candidates will have extensive access to training opportunities provided by the National Governors' Association.

Background to the appointment

Supporting governing boards to recruit skilled people is a key commitment for the Department for Education. Robust governance is crucial to creating effective oversight and strategic leadership of schools in an increasingly autonomous school-led system. The Government's vision and expectations for the governance of schools and Multi Academy Trusts (MATs) is set out in the Governance Handbook.

Education and Employers partnered by the National Governors' Association has, through a competitive tender process, won a four year contract from the Department for Education for the delivery of targeted maintained school 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. Volunteers from the world of work, from apprentices to CEOs, pledge an 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 about 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 challenging gender stereotyping by connecting schools with thousands of female volunteers from across the world of work; and Primary Futures which helps children understand the link between learning in school and the working world. In May 2014, in partnership with the National Governors' Association and a range of supporting organisation, Education and Employers first piloted an Inspiring Governors campaign using the Inspiring the Future platform to recruit volunteers interested in taking up school governance roles across the UK. From this pilot, the Inspiring Governance programme has emerged.

About National Governors' Association

The NGA is an independent charity representing and supporting governors, trustees and clerks in maintained schools and academies in England. The NGA understands the challenges in developing strong standards of practice in governance and supports governing boards in gaining the right skills and knowledge by providing expert guidance, advice and training. The NGA works closely with local authorities, academy groups and local schools and this insight will be used to support the work of the Inspiring Governance regional managers.

Job description:**Working collaboratively**

- Working to the London-based Director of Inspiring Governance and in conjunction with the NGA's Head of Inspiring Governance, the Inspiring Governance central team and fellow regional managers to achieve pre-defined targets for the service.
- Pro-actively building relationships with local schools and academy trusts (primary/secondary) and identify vacancies of greatest need in partnership with the Inspiring Governance central team.
- Pro-actively building relationships with national and local employers of all sizes and professional bodies in order to recruit volunteers based in your region; encouraging them to sign up to Inspiring Governance; presenting on the benefits of their staff serving as governors and trustees and providing ongoing support and guidance to employers interested in governance recruitment schemes.
- Working with the London-based Head of Schools to identify a database of school governance recruitment contacts such as Clerks and Chairs in your region.
- Working closely with the National Governors' Association and their regional representatives to provide support for governors placed through the service.
- Attending and presenting at meetings of education and employer organizations such as ASCL, NAHT, Chamber of Commerce, LEP and local authority.
- Providing regular reporting on activity against pre-defined KPIs, highlighting any issues in the Salesforce CRM system, maintaining regular contact with the central team.

Strategic Planning

Working with senior colleagues including the Director of Inspiring Governance to develop an ambitious, but achievable local delivery plan to:

- Identify priority geographic areas for urgent placements and where volunteers will have the greatest impact.
- Work with schools and colleges to identify governance vacancies that can be registered on the Inspiring Governance platform.
- Working closely with the Salesforce and CRM Manager to provide essential Management Information about the progress of the project to the SMT on a regular basis - this will include; volunteer system issues, stakeholder complaints and highlight improvements in a timely manner.

Other

- Excellent communication skills with the ability to present to a broad range of people both internally and externally.
- Maintaining a personal profile and professional conduct in keeping with representing the charity appropriately at all times.
- Liaising regularly with Director of Inspiring Governance and other colleagues including in partner organisations regarding ad hoc queries and be the point person for all regional Inspiring Governors related queries.
- Undertaking appropriate learning opportunities to develop expertise in the subject of school governance.
- Identifying and participating in an agreed volunteering activity in the field of education to gain a better knowledge of education.

Person Specification

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • An articulate and confident communicator who can demonstrate influence across a range of stakeholders including at senior level. • A self-starter who can gain respect of both employers and schools. • Excellent presentation skills with the ability to adapt to different audiences and opportunities. Including the ability to speak to research findings and create effective PowerPoint presentations. • Excellent planning, negotiating, time management, administrative and organisational skills. • Ability to identify priorities and understand own and others' daily 	<ul style="list-style-type: none"> • Skills in the capture and presentation of data for a variety of audiences.

	<p>work schedules to ensure routine priorities are handled effectively to agreed timescales, deadlines and budgets.</p> <ul style="list-style-type: none"> Analytical skills including data analysis with the ability to develop delivery plans that meet business needs. Problem-solving skills and the ability to be flexible and exercise sound judgement and decision-making. Good working knowledge of Word, Excel, Access and PowerPoint. High level of attention to detail and accuracy. Willingness and ability to undertake regular travel within your region and occasional overnight stays if necessary, as well as team meetings with central staff based in Central London and Birmingham (NGA). 	
Attainment	<ul style="list-style-type: none"> Good level of education (to Degree Level or equivalent) 	
Knowledge	<ul style="list-style-type: none"> Knowledge of databases. Strong knowledge and understanding of the local corporate sector/school landscape and awareness of the mutually beneficial partnership opportunities available. Knowledge of the policy environment surrounding the state education sector and employment sectors. Knowledge of effective techniques which underpin relationships with stakeholders. 	<ul style="list-style-type: none"> Knowledge of volunteer management systems.
Relevant Experience	<ul style="list-style-type: none"> Proven experience in successful relationship management (ability to engage confidently and sensitively with stakeholders and partners and at a 	<ul style="list-style-type: none"> Working knowledge of Salesforce. Experience of working to, and delivering

	<p>range of levels of seniority up to and including director level).</p> <ul style="list-style-type: none"> • Proven project management skills. • First- hand experience of the effective use of databases. • Presentation experience to a range of different stakeholders. • Willingness to volunteer as a school governor or trustee. 	<p>targets and Key Performance Indicators (KPIs).</p> <ul style="list-style-type: none"> • Experience of school governance in a professional or personal capacity
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21st September 2016

Application

The closing date for applications is 9.30am on the 14th October 2016 and only successful candidates will be notified, no later than the 21th October, that they have been shortlisted.

Interviews are likely to take place on the week commencing 31st October at the Taskforce's offices in Clerkenwell, London.

Please send a copy of your CV and covering letter setting out your interest in, and suitability for, the role and saying where you saw the job advertised to: jobs@educationandemployers.org