

Director of Leadership Programmes

Introduction

Clare Social Leadership is one of the UK's most respected leadership development providers for social and non-profit leaders. Over the last ten years we have been supporting and developing exceptional leaders, who are changing the world and serving disadvantaged and underserved communities across the UK and globally.

In 2018 we supported 1,000+ charity and community leaders to enhance their leadership capabilities and potential through a range of leadership programmes, events, masterclasses, toolkits and digital services. It is an exciting period of growth and transformation for the organisation; including enhancing our digital capability with an online digital school and scaling our programme and product portfolio to offer leadership development opportunities to leaders of all levels across the UK.

We are looking to recruit an experienced, dynamic and high performing Director of Leadership Programmes to work with us to run our leadership programmes, while continually improving their quality and delivery.

Job purpose

To lead the effectiveness, sustainability and quality of Clare Social Leadership programmes which reflect the leadership needs of the social sector.

Main responsibilities

- Manage the overall design, development and delivery of Clare Social's suite of current programmes.
- Oversee the selection and appointment of Clare Social Fellows & participants.
- Preparation for, and some on-site facilitation of, courses, residentials and other events.
- Build a team of diverse and high quality consultants to deliver our programmes.
- Manage relationships and agreements with them and ensure they perform to Clare Social values and standards.
- Drive continuous improvement, closely monitoring feedback and other data.
- Manage the evaluation of the programme outcomes and impact.
- Contribute to the communications of Clare Social and be a thought leader on social sector leadership issues.
- Support relationships with key stakeholders including existing and potential funding partners.
- Consistently demonstrate the values of the Clare Social Leadership.

Reporting relationships

The Chief Executive will be the line manager. Work will also be required for Board of Trustee reports.

Line management responsibilities

The Director of Leadership Programmes will line manage a team of 3 to 5 staff members; including in-house Leadership Development Coaches and Programme Coordinator(s).

Examples of key contacts

- Clore Social Fellows/participants including members of the alumni network
- CEOs and leaders in the Social Sector
- Senior staff and governance of organisations in the social sector
- Other stakeholders and partners
- External suppliers and service providers (e.g. training consultants and providers, speakers, designers, academic supervisors, coaches, mentors)
- Funding partners
- Government departments and public bodies (including Cabinet Office, devolved administrations, Charity Commission, etc.)

Person specification

Qualifications and experience (E=essential, D=desirable)

- Exceptional knowledge and understanding of learning and development and what makes it effective, including online options (E)
- Knowledge of the social sector (E)
- Experience of effective operational delivery of complex programmes, managing projects and people (E)
- Direct experience of facilitation and speaking to a wide range of audiences (E)
- Experience of designing and delivering leadership development programmes beyond conventional training (D)
- Experience of innovations, growing and managing new projects (D)
- Experience of fundraising and earned income (D)
- Experience of financial management, budgets and strategy development (D)
- Some experience of working in or collaborating with private and public sectors (D)

Personal qualities

- Passion for social justice and progressive social change for the benefit of individuals and communities
- Self-sufficient, well organised with a strong focus on quality, completion and consistent delivery
- Fearless problem solving, resilience and ability to see the possible and inspire others
- Effective communicator in writing and otherwise

- Excellent interpersonal skills with individuals and groups and a wide range of stakeholders
- Presence, patience, flexibility
- Energy, drive and sustained good humour

Place and Hours of work

The post is for 5 full days each week normally within office hours (9.30am–5.30pm) but attendance will be required at evening and weekend events in addition to normal hours as necessary. Full-time attendance is required during residential courses.

Clore Social's office is based at CAN Mezzanine, 49-51 East Road, London, N1 6AH

Salary and benefits

Salary for this role will be £50,000 and the post holder is entitled to 25 working days holiday each year in addition to statutory holidays. Statutory pension benefits are also included at 3% annually (assuming post holder opts-in to pension plan with the statutory minimum of 5% employee contribution)

Clore Social Leadership is committed to a policy of equality and diversity.

Application Process

Send covering letter and CV to recruitment@cloresocialleadership.org.uk

Application deadline: **Thursday, April 25, 2019 at midnight**

1st round interviews: **Tuesday, April 30, 2019 between 2-6pm**

2nd round interviews: **Friday, May 3, 2019 between 3-6pm**