

An opportunity to lead the development and delivery of a new place-based leadership programme in Hull and East Riding for leaders in the social and cultural sector.

Role - Hull Programme Manager

Salary - Circa £30,000 pro-rata for 15 hours a week.

Contract – Freelance - 12 months with scope for extension depending on project timeline.

About Clore Social Leadership

Clore Social Leadership provides leadership development and training to social sector leaders. Over the last 8 years, we have developed a reputation for excellence and our ~200 fellows are a formidable force for social change in the UK. We are a small team of eight who pride ourselves on being dynamic, agile and punching above our weight.

In 2018 CSL will pilot an exciting new leadership development programme in Hull and East Riding. The programme is being funded by the Big Lottery Fund, The Rank Foundation and Arts Council England and will build a cadre of social and cultural leaders to take on the challenges of the future.

About the Role

To deliver this new initiative, CSL is looking for a freelance project manager to represent us in Hull and play a major role in delivering this year-long leadership programme. Working closely with the CSL team in London and our local steering group, the Hull Project Manager will act as a central point of contact for the programme and work across all aspects of its delivery. **This is a 15 hours a week, part-time role with, ideally, a mid-late October start date.**

About You

We are looking for a confident and multi-skilled individual who has knowledge of and experience working with the VCSE and/or cultural sectors in Hull and ER. Project management experience is a must and given the nature of this role, you will need to be comfortable working alone and directing your own work. Experience in leadership development or adult education would be a plus but is not essential.

In return, we offer the opportunity to lead on the development and delivery of a new model of leadership development that has the potential to be scaled and replicated nationwide.

Next Steps

If this sounds like you, please read through the full role description and person specification (below or [download here](#)). Please submit a cover letter (no longer than 2 sides of A4) and CV to isaac@cloresocialleadership.org.uk by 18 September.

Interviews will take place on the 27-28 September in Hull, with a potential second interview in London on 3 October.

Full Role Description and Person Specification

Programme Manager, Hull Leadership Programme

Clore Social Leadership provides leadership development and training to social sector leaders. Over the last 8 years we have developed a reputation for excellence and our ~200 fellows are a formidable force for social change in the UK.

In 2018 Clore Social Leadership (CSL) will pilot an exciting new programme in Hull and East Riding (ER). We will bring our proven methodology of leadership development to the area, but deliver it in a unique way to build on the specific local needs and characteristics of the area. The programme is being funded by the BIG, Rank and ACE and aims to build a cadre of social leaders to take on the challenges of the future.

This way of delivering leadership development is a unique and important experiment and will be carefully recorded and evaluated at each stage. We hope that it will provide an innovative and powerful way to develop leaders across the country.

To deliver this exciting new initiative CSL is looking for a freelance, confident and multi skilled Programme Manager to represent them in Hull and ER and deliver a year-long leadership programme.

Role purpose

To manage the design and delivery of the Hull Leadership Programme (HLP), with support from the London-based Clore Social Leadership team.

Main responsibilities

- Managing the local delivery of the HLP for four cohorts of social leaders.
- Providing a central point of contact for the programme .
- Working closely with the CSL team, adapt existing programmes and IP for a Hull context.
- Managing the process for the selection and appointment of participants.
- Co-ordinating the local PR and marketing with support of the CSL team.

- Advising and supporting participants to ensure that they have access to the various elements of their programme. (e.g. assessments, courses, study visits, coaching, mentors, secondments)
- Updating website and supporting the delivery of digital learning resources.
- Preparing for, and assisting with on-site co-ordination of, residential courses and events
- Ensuring that agreements with mentors, coaches, trainers and contractors are in place and updated.
- Recording metrics and compiling the on-going feedback and evaluation of the programme.
- Preparing reports for the Hull Steering Group, CSL Trustees, funders and key stakeholders/partners.
- Consistently demonstrating the values of Clore Social Leadership in all activities.

Reporting Relationships

The CSL team in London will have primary responsibility for the development and design of the programme, and will support the Programme Manager in all aspects of their work. The appointed individual will report to the Director of Programmes and Leadership Innovation. The Hull Steering Group will provide local support and will be involved in directing the programme.

Person specification (E= essential)

Qualifications and experience

- Knowledge of and experience working with the VCSE and cultural sectors in Hull and ER (E)
- Project management and organisation of logistics (E)
- Digital competency and experience working and collaborating digitally. (E)
- Experience of preparing reports (E).
- Experience of basic financial management (E)
- Experience of working alone and directing own work (E)
- Engagement with adult learning and training provision, its design and evaluation.
- Knowledge of leadership development and what makes it effective.
- Knowledge of and interest in systems change and thinking.

Personal qualities

- Confidence and ability to manage deliver outcomes
- Ability to multi task, work at speed and be flexible while driving results

- Desire to make a difference to the local community.
- Effective communicator in writing and ability to work with a wide range of stakeholders
- Self-sufficient, well organised with focus on completion and delivery
- Energy, curiosity, attention to detail and sustained good humour

Salary

Circa £30k pro rata for 15 hours per week, plus a completion bonus.

Place and Hours of work

We are looking for a freelance individual to work the equivalent of 2 days per week. The individual will need to work flexibly according to the needs of the programme. There will be some evening and weekend work, and the post-holder will occasionally travel to London and residential venues outside Hull.

The contract will run for roughly one-year from the date of appointment (mid-late October but start date can be negotiated)

How to apply:

Please submit a cover letter (no longer than 2 sides of A4) and CV to:

isaac@cloresocialleadership.org.uk by **18 September 2017**.

Interviews will take place on the 27-28 September in Hull, with a potential second interview in London on 3 October.

Clore Social Leadership values

- courage – embrace risk and innovation with gritty determination and resilience
- passion – commit to outcomes with drive, zeal and collective action
- diversity – secure access and inclusion with celebration of diversity
- respect – seek social justice with openness, trust and sharing of learning and knowledge
- focus – demonstrate efficiency and effectiveness and be evident champions of change, delivery and positive impact

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