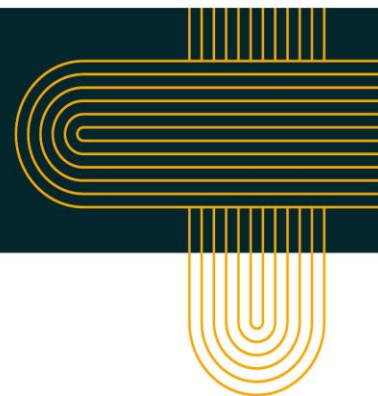




Job Description

Job Title: Deputy Strategic Lead Officer: External Strategy
 Grade: Director 40%
 Reporting to: Chief Financial Officer & Strategic Lead
 Responsible for: External Strategy

Overall purpose of the post of Deputy Strategic Lead

Working under the guidance of the Chief Financial Officer & Strategic Lead, to lead the ongoing development of the trust and service in the areas below.

- Provide strategic leadership for the continued development and growth of the trust by:
 - Developing a growth strategy, to be agreed by the Trust Board and Executive Team, based on local and national intelligence and data.
 - Risk assessing opportunities for trust development and growth.
 - Creating and overseeing discussion opportunities with potential partner organisations.
 - Influencing decision makers and shaping strategic thinking of others in line with Gorse priorities and ethos.
- Develop and strengthen the governance of the trust at all levels by:
 - Assessing the strengths and areas of development within governance and implementing appropriate action plans and initiatives as agreed with the Trust Board and the Executive Team.
 - Ensuring all levels of governance are supported to make an effective contribution in their roles.
 - Dealing in a highly effective manner with external regulatory and other bodies at a high level regarding our engagements around governance.
- Lead the trusts external communications and legal positioning on critical matters by:
 - Engaging with and forming strong working relationships with the trust's external legal advisers and communications partner.
 - Acting as a first point of contact for external media queries or relevant legal matters including Crisis Management incidents.
 - Seeking legal and communications advice as required on behalf of the trust.
 - Providing support and guidance to the Executive Team, Principals and Directors regarding any media enquiries or legal matters.
 - Lead all aspects of the trust's engagement with our local authority on a strategic and operational level.

- Project Manage new trust developments, such as Conversion or Sponsoring of schools, and approved new Free Schools, from initial approval to full opening through:
 - Working with key partners and internal/external stakeholders to define the outcomes of the project, ensuring that requirements are articulated and deadlines met.
 - Ensuring that internal and external project dependencies are established, tracked and managed accordingly.
 - Produce and present status reports to the Trust Board and Executive Team in a timely and efficient manner – which succinctly summarise progress, risk level and mitigation actions, allowing for informed decision making.
 - Having an in-depth knowledge of the project and strategic GORSE priorities to represent the organisation, as necessary/appropriate, with external stakeholders.
 - Ensuring that robust financial management exists for the project.
- Contribute to the compliance of the trust to the Academy Trust Handbook (ATH) by:
 - Leading on the compliance of aspects of the ATH as directed by the Chief Financial Officer & Strategic Lead.
 - Developing and overseeing policies relating to key areas of the role.
 - Managing the trust's Risk Register in conjunction with the Trust Board.

The role will be accountable to the Chief Financial Officer & Strategic Lead, who will oversee all aspects of the work role functions.

Leading and managing staff

- Promote the trust's ethos in which the highest achievements are expected from all members of our community.
- Establish and develop effective team working practices.
- Implement trust policies for monitoring the performance of all staff including setting objectives and individual personal development plans.
- Ensure an aspirational and motivational culture is developed and sustained.

Where appropriate the Deputy Strategic Lead Officer: External Strategy will support/manage other areas within the trust and will provide support to other initiatives, as defined by the Chief Financial Officer & Strategic Lead.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Attributes	Essential	Desirable
Qualifications	Degree (Level 6) qualification or equivalent experience	- Relevant further degree or equivalent - Project Management qualification
Experience	- Organising, reporting to, presenting to and influencing key senior leaders within an organisation - Managing multiple priorities in parallel using different or blended delivery methodologies - Experience of developing and leading innovation, using latest technologies - Experience of successfully managing projects to positive conclusions or leadership of key priorities for an organisation from conception through to final delivery – aligning to the strategic imperatives of the organisation - Experience of presenting confidently and of challenging or asking difficult questions to colleagues at all levels internally and externally	- Financial, budgetary and resource management experience - Handling external communications requests, such as from the media
Knowledge, Skills and Abilities	- Good understanding of the statutory obligations for Academy Trusts - Analysis and reporting of complex data from a variety of sources - Creating, managing and tracking of project plans - Identification and articulation of risk with robust tracking of mitigations - Action orientated with focus on timely resolution of actions - Excellent stakeholder management skills – at all levels of the organisation both internally and externally - Self-starter, able to manage own time and tasks effectively, prioritising work effectively under own guidance - Highly developed persuasiveness skills - Competent at producing high-quality communication for all levels of the organisation	- Knowledge and understanding of the Academies Trust Handbook - Able to set the strategic direction and align activity to the goals and aspirations of the organisation - Understanding of governance and policy within the education sector, and able to translate this into organisational policy - Operational experience within the education sector



The successful candidate will be highly competent in one or more of the following areas:

- Stakeholder Engagement
- Governance organisation and compliance
- External communications
- Education policy development

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.