STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

HEAD OF PROGRAMMES AND PROJECTS

JOB DESCRIPTION

JOB PURPOSE

To provide strategic leadership for the Projects Unit and the Trust's programme delivery approach, ensuring the effective management and delivery of new projects and organisational change initiatives.

JOB SUMMARY

1. Lead, develop and manage the Projects Unit.

2. Lead the development of the Trust's programme and project delivery approach.

3. Oversee a programme of new projects, including new schools, converting and transferring academies, providing support, monitoring progress, and reporting.

4. Be responsible for the direct delivery of corporate programmes and projects.

5. Lead, develop and deliver business change and organisational development initiatives.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1   Strategic Leadership

1.1   Lead the design and set-up of the trust's project management office.

1.2   Lead the development and implementation of the Projects Unit strategy, managing day-to-day operations and team performance, including appraisals and training.

1.3   Establish and maintain a high-quality programme and project management framework and toolkit, identifying and applying continuous improvement in line with best practice, emerging tools and techniques and sector standards.

1.4   Lead the development of bid proposals for new schools, academies and other strategic projects and partnerships; researching grant funding sources/tendering opportunities, coordinating the development of designated project tenders and managing the administration of submissions.

1.5   Create and manage programme and project plans, ensuring coordinated delivery and alignment with organisational objectives.

1.6   Plan and allocate resources by deploying project managers to projects, working collaboratively with colleagues across the organisation to assess and respond to project management needs.

1.7   Ensure accurate and robust budget monitoring throughout project delivery, maintaining alignment with approved project plans and financial controls.

1.8   Drive delivery performance across all programmes and projects using appropriate tools, governance, and KPIs.

1.9 Identify risks and implement mitigation strategies to maintain programme and project stability and stakeholder confidence.

1.10 Develop and maintain productive relationships with key stakeholders internal and external stakeholders (e.g. the Department for Education, local authorities and key trust partners such as Eton College) to facilitate the delivery of organisational programmes and projects.

1.11 Maintain oversight of live projects and provide regular performance reports for trustees, senior leaders, and external stakeholders (DfE, Ofsted, partners) to ensure visibility of project status.

1.12 Champion continuous improvement across delivery processes.

1.13 Develop and deliver specialist project management training to colleagues at all levels across the organisation to build organisational capacity, capability and confidence in programme and project delivery.

2 Programme and Project Delivery

2.1 Act as lead for all assigned programmes and projects.

2.2 Lead the planning and execution of growth opportunities, ensuring strategic alignment, effective governance, stakeholder engagement, and seamless integration of systems, policies, and resources.

2.3 Lead the end-to-end delivery of new free schools and academy conversions/transfers, ensuring successful bid submissions, comprehensive pre-opening plans, strong governance, full statutory compliance, completion of legal transfer agreements, effective stakeholder engagement, recruitment of staff, pupils, and governors, and migration to trust systems and processes.

2.4 Provide strategic leadership of major trust partnerships, including the Eton Star Partnership.

2.5 Drive the design and implementation of organisational change programmes, ensuring clear objectives, strong stakeholder engagement, and successful adoption of new processes, systems, and structures to enhance efficiency and performance.

3 Other Responsibilities

3.1 Regularly travel around the country to academies, with overnight stays as required.

3.2 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

3.3 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

3.4 Contribute to the wider life of the Trust and the Star community.

3.5 Carry out any such duties as may be reasonably required by the Trust.

4 Records Management

4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.
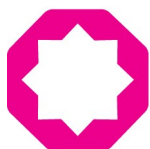
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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification or equivalent.	**E**	✓	
2.	Recognised project management qualification or training (e.g. Prince 2, MSP, APM accreditation).	**D**	✓	
3.	Evidence of continuous professional development.	**E**	✓	
EXPERIENCE				
4.	Experience of working in or leading a PMO and/or leading multidisciplinary teams to deliver organisational objectives and drive improvement.	**E**	✓	✓
5.	Proven ability to identify and deliver change in a complex and uncertain environment using programme and project management techniques and methodologies.	**E**	✓	✓
6.	Experience of working in a strategic role.	**E**	✓	✓
7.	Experience of using project management systems/applications.	**E**	✓	✓
8.	Experience of successfully engaging non-executives, senior staff and a wide range of stakeholders.	**E**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Understanding of academies and their place within the education system.	**E**	✓	✓
10.	A broad understanding of school organisation and structures.	**E**	✓	✓
11.	Effective communicator, able to build strong working relationships at all levels (e.g. Trustees, Local Governors, Head Office staff, school staff, DfE).	**E**	✓	✓

Note: The column header "Assessed by:" spans the "App Form" and "Interview/ Task" columns.

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
12.	Excellent oral and written communication skills, including report writing and presenting complex information to a wide range of audiences clearly and concisely.	E	✓	✓
13.	Strong organisational, planning and time management skills, including multi-tasking skills.	E	✓	✓
14.	Ability to demonstrate logical and analytical thought processes to get to the core of problems, drawing conclusions and making recommendations.	E	✓	✓
15.	Ability to prioritise, work efficiently and accurately, particularly under pressure and to deadlines.	E	✓	✓
16.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
17.	Able to demonstrate initiative and a proactive approach to daily tasks.	E	✓	✓
18.	Thorough working knowledge of Microsoft Office – especially Word, Excel and PowerPoint.	E	✓	✓
19.	Ability to use Management Information Systems.	E	✓	✓
20.	Ability to plan and manage the deployment of physical and financial resources to meet project milestones.	E	✓	✓
PERSONAL QUALITIES				
21.	Willingness to travel to undertake role and stay overnight where required.	E	✓	✓
22.	Capacity to remain calm and cope with the unexpected, working flexibly and creatively in response to changing external and organisational requirements.	E	✓	✓
23.	Strong integrity and a commitment to the highest levels of effort, endeavour and focus on standards.	E	✓	✓
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
25.	A strong commitment to the Trust values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
26.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
27.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓