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Contract Type:	Fixed term until 18 October 2019
Location:	Any Teach First local area office
Level:	3
Hours:	Full Time
DBS required:	None
Salary:	£40,000 (roles based in London will also receive £3000 London Weighting Allowance)

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## Strategy Manager

### Purpose of the team:

The Strategy, Research and Performance department ensures that Teach First can make the best of its resources to have a positive impact on the lives of children and young people from disadvantaged backgrounds. Its role is to lead the organisation in gathering, managing and using evidence as effectively and efficiently as possible to inform internal and external improvement. In doing so it works closely with Teach First colleagues to help generate, refine and review evidence; find ways of illuminating Teach First's achievements and highlight areas for improvement.

### Purpose of the role:

The Strategy Manager will work closely with the Executive Director of Strategy, Performance and Research to develop and implement Teach First's strategy. The Strategy Manager will help the Executive Committee make decisions on the 2018-2023 strategy and improvements to how we are organised to deliver our strategy. You will work with colleagues across the organisation to implement those decisions and manage associated changes. You will play a vital role in ensuring cross organisational alignment, guidance and clarity of vision to every individual at Teach First.

The Strategy Manager will lead, manage and deliver strategic initiatives and organisational priority projects across the whole project cycle, bringing strong project management skills to support organisational change. You will provide strategic support to senior leaders across the organisation and will work closely with Research and Data teams to ensure high quality data-led strategic initiatives are developed and delivered successfully.

### At this level you will:

- **Impact:** Support the development and implementation of a focused and evidence informed strategy for Teach First.
- **Communication:** Working with and influencing senior leaders in the organisation. Providing concise and clear analysis to inform decision making.
- **Innovation:** Driving improvements in how we work as an organisation and managing change associated with those improvements. Turning ideas and research into strategic initiatives.
- **Knowledge:** Have a strong understanding of Teach First and key trends in the education sector.

### Your responsibilities will include:

#### Strategy development and analysis:

- Support strategic decision making in the organisation, working closely with colleagues in the Strategy, Research and Performance Directorate and across the organisation

- Lead and manage the development of new strategic initiatives, working closely with the technical and delivery experts as required
- Provide thought partnership to senior leaders
- Develop external relationships to support Teach First strategy, representing Teach First externally (where appropriate) to develop best practice in the sector and beyond
- Inform our approach of working with schools and other customers to maximise our impact
- Support the executive in implementing our strategy of schools as a unit of change and manage strategic initiatives relating to our work in schools

#### **Strategy implementation and organisational effectiveness:**

- Support the implementation of org and directorate strategies and the development of organisational goals, measures and KPIs
- Support organisational effectiveness by sharing of good practice, solving problems and ensuring plans are joined up
- Ensure the organisational operating model is aligned with our strategic objectives and implement improvements in how we work
- Manage change associated with implementing improvements
- Work with the Head of PMO and Planning to manage organisational activities such as the Planning Cycle or organisational risk, including developing the necessary tools, templates and guidance

#### **Strategic initiatives**

- Manage strategic and organisational priority projects effectively, bringing best practice, clear project management principles, and strong understanding of the link between strategy development and implementation to support the set-up of new projects
- Support key stakeholders including work stream leads
- The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. (Required)

*The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.*

## **Person Specification**

### **Essential skills and experience:**

#### **Strategy development and implementation:**

- Proficient strategic thinker with ability and willingness to challenge the status quo
- Proven background in business strategy, ideally gained through management consultancy or internal consultancy positions
- Experience in conducting analysis to inform strategic decision making outlining insights, opportunities and risks.
- Experience of turning strategy into implementable annual plans and projects
- Some experience of reviewing operating models and developing and implementing improvements

#### **Project management:**

- Experience of initiating, managing and delivering strategic projects with proven impact

#### **Influencing and communication:**

- Demonstrable experience of stakeholder management, skilled in relationship building, negotiating and influencing

- Expert written and verbal communicator, with ability to present recommendations for maximum impact
- Ability to manage uncertainty, change, conflict and sensitive issues to achieve positive outcomes

**Desirable skills and experience:**

- Change management expertise
- Financial planning skills and business acumen
- Social policy and/or education knowledge
- Experience of presenting at Executive or Board level

**All our employees are expected to model our values and help others to do so.**

**Benefits**

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual

**How to apply**

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu after informing your line manager of your interest.

**Next steps**

We aim to provide feedback to all applications within 10 working days from the closing date. For this role first round interviews are likely to take place on 13<sup>th</sup> and 14<sup>th</sup> December with second round interviews as required.