Dear applicant,

Thank you for your interest in the position of **Regional Lead** at the National Governance Association (NGA).

Governance has risen up the political and school improvement agendas and this provides more opportunities for NGA to deliver our charitable objectives. NGA is the only national membership organisation for governors, trustees and governance professionals in state schools in England, and we work to improve the effectiveness of governing boards in both maintained schools and academies. As such, it is the first port of call for many of the policy makers in the education sector who are looking for governance expertise or wish to understand the governor view. We have been at the forefront of developing new programmes, tools for improving governance and resources for new governance structures. We pride ourselves on our knowledge and quality of our products and services. Alongside our membership NGA offers training, e-learning and consultancy.

The role of Regional Lead would suit candidates who are passionate about building relationships with the aim of transforming education and governance across England. NGA are looking for a candidate who will be able to develop our partnerships across the South West and West Midlands regions and grow membership for the organisation. The ideal candidate will have considerable experience of relationship management and sales, as well as a thorough understanding of school governance. Excellent communications skills and the ability to work to strict deadlines are essential, as is attention to detail.

The post-holder will be on a homeworking contract, with the expectation for travel across the South West and West Midlands region, which includes visiting our office in Birmingham city centre. There is a requirement to be able to work outside of normal office hours on occasions and occasional national travel is expected. The role is advertised as a part time role for 30 hours a week (37.5 FTE) and other part time and flexible working options will be considered. The vacancy has become available due to internal promotion.

I hope that you find the information that you need to apply for the post in this pack; there is of course more information on the NGA website. NGA is a social enterprise, a charity with a board of trustees and a company limited by guarantee; further details of our team can be found in the about us section of the website.

If you have any queries, please email us at jobs@nga.org.uk with Regional Lead in the subject line.

Yours sincerely,

 

Emma Balchin, Chief Executive

## JOB DESCRIPTION

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| **Job Title:** | **Regional Lead – South West and West Midlands** |
| **Job Purpose:** | To improve school and trust governance by extending the use of all NGA resources and expertise through:* Raising NGA’s profile regionally and locally, improving contacts and building relationships, knowledge, expertise and access through partnership development which will inform and improve NGA’s services and products
* Supporting local associations of governors and trustees and other relevant regional and local organisations
* Increasing the reach of NGA and bringing in new business for the NGA including membership, training, consultancy and e-learning. identifying and capitalising on new opportunities
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| **Line Manager:** | Head of Governance Development |
| **Based:** | Homebased role with travel within the regions and to our Birmingham office occasionally. |
| **Salary:** | £32,480 – 36,400 per annum depending on experience (£40,600 - £45,500 FTE) |
| **Benefits** | * 25 days annual leave + bank holidays + 3 days Christmas closure (increases to 26 after 3 years’ continuous service and to 27 after 6 years’ service)
* Pension contribution at 7%
* Flexible working arrangements
* Wellbeing support through our employee assistance programme
* Cycle to work scheme
* Option to buy and sell annual leave
* Railcards for qualifying staff
* Healthy CPD budget
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| **Probation Period** | 6 months |
| **Term:** | Permanent |
| **Hours** | 30 hours per week over 4 days a week (37.5 hours FTE)Occasional weekend or evening working may be required. Applications for job share will be considered. |

## JOB ACTIVITIES

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| **1.** | **Support local associations of governors and trustees and other relevant regional and local organisations*** Understand the local and regional challenges and needs of governing boards, clerks and governance professionals in the region, and apply this intelligence to offer appropriate NGA support to members in the local areas and regions
* Encourage and support local governance associations to form and sustain themselves
* Speak at local and regional events on governance and present workshops, in person and virtually
* Work with NGA’s events officer to provide quality regional forums
* Develop networking opportunities for NGA members in the region
* Time permitting, work on NGA cross-organisational projects
* Share members’ views and experiences with regional policy makers where appropriate
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| **2.** | **Develop and maintain key regional partnerships and relationships*** Build relationships with local partners to gather intelligence regarding the local governance landscape and the needs of governing boards, clerks and governance professionals.
* Identify opportunities to develop partnerships to improve governance with local authorities, multi-academy trusts, local associations, teaching school alliances/hubs, dioceses, federations and any other parties.
* Explore the range of opportunities with partners, making approaches and attending external meetings’
* Ensure new opportunities develop into longer term partnerships for NGA
* Raise NGA’s profile regionally through attending external meetings, local conferences and local networking opportunities, contributing to partner conferences and regional conferences.
* Develop and maintain relationships with the RSCs, offering support to them and their regional governance networks,
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| **3.** | **Secure new business and ensure current business is retained for a specified region*** Identify opportunities to promote NGA, its membership and its services, and with the support of the Head of Marketing take advantage of those opportunities.
* To develop a pipeline of new business for NGA in the region, including membership, Learning Link, training and development programmes, consultancy and any other services delivered by NGA.
* To lead on group membership sales, group Learning Link sales and MAT sales, ensuring retention and growth
* Developing and maintaining relationships to ensure a quality service. To move prospects along the pipeline to secure new business and renewals, tracking all pipeline activities using NGA’s systems, monitoring and report back monthly on business pipeline and performance
* Take ownership of financial targets for membership and Learning Link in the region
* Support on the development of bids where appropriate
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| **4.** | **Work with NGA team members to increase new business and partnership opportunities, ensure delivery of services and improve the quality of our services*** Provide intelligence from partnership groups and local associations to improve NGA’s offer to members, governors, trustees and clerks’
* Ensure local context and geographical variations inform how NGA in turn informs and advises members and Learning Link users
* Contribute to policy & practice meetings, feeding into information, guidance, e-learning and other tools
* Attend and contribute to governance development team meetings,
* Work with existing Regional Leads, as part of the Governance Development team
* Work with the Head of Governance Development to feed into the strategic development of Leading Governance, training & consultancy and e-learning courses based on intelligence gained through partners and governor requirements.
* Work with the Operations team to ensure successful handover of new business through efficient processes.
* Contribute to the development of new services and membership offers, as required
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| **5.** | **Work within and support NGA’s policies and procedures, including:*** Keep up-to-date with NGA’s position statement, good governance practice and issues of concern to NGA members,
* Ensure maintenance of all company files and databases,
* Promote equality of opportunity and a respect for diversity,
* Maintain all health and safety procedures
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| **6.** | * Be an active member of NGA in all ways, such as by contributing to staff meetings, events for members, promoting the organisation, working within and supporting NGA’s culture policies and procedures and undertaking other reasonable duties required by the line manager.
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| **7.** | * Undertake other reasonable duties as required by the Head of Governance Development
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## PERSON SPECIFICATION

**Essential:**

# Knowledge & Experience

* In depth understanding of school and trust governance In England
* Understanding of relevant regional and local public sector services and structures, in particular as relevant to education
* Understanding of marketing and promotions strategies.
* Proven track record in business and partnership development,
* Proven track record of building effective relationships with a wide range of individuals and partner organisations,
* Experience of delivering governance development sessions to a wide variety of audiences,
* Experience of creating offers to meet partners requirements,
* Experience of training delivery

**Skills & Abilities**

* Ability to identify, exploit and create opportunities,
* An excellent public speaker, able to deliver to large audiences
* Ability to keep up-to-date with external factors, and to assess the potential and added value of new relationships,
* Excellent interpersonal skills, including good relationship-building, negotiation and networking,
* Excellent written and oral communication,
* Excellent organisational skills, with the ability to meet deadlines,
* Ability to monitor and act on customer requirements and feedback, picking up cues regarding member and partner satisfaction,

**Personal attributes & Qualities**

* Energetic, engaging, confident, entrepreneurial and enthusiastic,
* Drives opportunities for business development and committed to achieving targets,
* Makes prompt, clear recommendations based on intelligent assessment of risks,
* Readiness to travel in England,
* Commitment to the aims of the NGA,
* Willingness to continue to volunteer to be a school governor or trustee

# DESIRABLE

* Qualification: Educated to degree level