



## Job Description

# STRATEGIC PROGRAMME MANAGER

*Emerson is an international centre for learning, discovery, and transformation*

We welcome students and visitors from all over the world, celebrating the diversity and uniqueness of each person. Our core purpose is to help people enrich their inner gifts and unique skills to meet their full potential. We support people in finding their individual path to meaningful life and work through a holistic and Anthroposophical approach to learning set in the grounds of the world's only biodynamic botanical garden.

Emerson College Trust is a charity offering adult education and retreats with an extensive range of holistic workshops, conferences, and events in several buildings, surrounded by over 23 acres of grounds, an apple orchard, a vegetable, flower, and herb garden and a large greenhouse facility. Our kitchen is well known for its creative, vegetarian, vegan and seasonal meals with over 40% sourced from our gardens. Emerson has a holistic care ethos by creating a nurturing environment and the use of the facilities by groups seeking quiet sanctuary.

### Recruitment Timeline:

Application Deadline:	05/04/24
Interview Date:	11/04/24
Commencement Date:	22/04/24 (or by agreement)
Recruitment Contact:	Damian Mooncie   CEO <a href="mailto:damian.mooncie@emerson.org.uk">damian.mooncie@emerson.org.uk</a>

## Job Description

<b>Post Title:</b>	Strategic Programme Manager
<b>Reporting Line:</b>	CEO
<b>Hours of work:</b>	Part time (32 Hours per Week, overtime as agreed) Monday to Thursday
<b>Salary:</b>	H2 to H4 (£32,500 to £36,500) depending on experience

The successful candidate will be responsible for ensuring success in all areas of Emerson as it progresses through its stages of renewal. You will have an immediate impact on our productivity by streamlining strategic initiatives, overseeing programme management, and communicating objectives to the teams. The ideal candidate will have proven success in a business management role, with a special focus on executive advising and interdepartmental collaboration. The role also includes working alongside the Head of Operations to provide line management to teams under operational services.



### Objectives of the role

- Oversee strategic business initiatives, from development through successful execution, under the guidance of senior leadership and department heads.
- Assist and communicate with senior leadership team in decision-making, programme management, and initiative implementation.
- Review, design, and execute improvements to organizational structure; find knowledge and skills gaps and help address them.
- Improve current processes and optimize organizational procedures for efficiency and productivity including developing performance assessment metrics for the organisation and in relation to specific projects and changes, and to regularly analyse and report on those metrics.

### Responsibilities

- Serve as liaison with staff, SLT, and CEO regarding company culture, employee well-being, project updates, proposals, and planning
- To work alongside HR with new hires, including documentation and onboarding, and collaborate to address and resolve employee concerns
- Oversee daily operations in collaboration with Senior Leadership Team, and perform administrative tasks such as managing calendars, generating correspondence, maintaining hard copies and electronic files, planning and coordinating trustee meetings, and scheduling rooms.
- Develop and build on relationships with all employees for increased efficiency and responsiveness of existing operations, and help define new operational strategies by working with CEO and trustees on special projects
- Serve as a subject-matter expert, handling inquiries, developing action plans, and assisting with preparation and dissemination of communications

### General:

- To adhere to all relevant policies with reference to staffing, equality and health and safety.
- To comply with all relevant legislation.
- To portray a positive image of the organisation both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.

This job description will be reviewed annually in line with appraisals.

### Required Skills and Qualifications:

- Seven or more years of experience in business management
- Experience in organizing and directing multiple teams and departments
- Experience in planning and leading strategic initiatives
- Excellent written and verbal communication skills
- Versatile abilities and dedication to efficient productivity

### Preferred skills and qualifications:

- Bachelor's degree (or equivalent experience) in business administration or similar field



- Experience in data analysis and budget management
- Consulting experience, with a focus on operations management
- Proven success in a project coordination role
- Nimble business mind, focused on developing creative solutions
- Strong project-reporting skills, with focus on interdepartmental communications

Behavioural Competencies (Further details are in the Emerson College Behavioural Competency Framework)

#### COMPETENCE GROUP 1: HOW WE PROVIDE LEADERSHIP AND DIRECTION

- Leadership: Motivates others to achieve their objectives and goals through involvement and providing feedback and support. Provides and supports development to enable effective delivery.
- Managing Performance: Sets clear, aligned, high standard performance goals & objectives for self, others, and for the College.

#### COMPETENCE GROUP 2: HOW WE MANAGE OURSELVES

- Managing Our Own Work: Plans, structures, and prioritises own work to achieve optimum results.
- Communicating with Impact: Presents a positive image by communicating effectively, being resilient and treating people fairly.

#### COMPETENCE GROUP 3: HOW WE WORK WITH OTHERS

- Meeting the needs of students and all guests: Establishes the needs of students and all guests and strives to ensure that these are met.
- Respect for Diversity and Equality: Treats all individuals with respect, responds sensitively to differences and encourages others to do likewise. Ensures equality of opportunity for all.

#### COMPETENCE GROUP 4: HOW WE MOVE FORWARD

- Problem Solving and Decision Making: Gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect, and co-operation
- Achieving Results: Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.
- Continuously Improving Services: Seeks to continually improve the services and processes that impact on users.

#### Conditions of Service:

Reporting to:	CEO
Responsible for:	(in conjunction with the Head of Operations) Catering Manager, Accommodation Manager, Booking Manager, Events Manager and Office Manager and all staff and volunteers in Hospitality Services.
Start date:	As soon as possible.
Hours:	Part time position, 32 hours a week from Monday to Thursday
Holidays:	33 days, inclusive of bank holidays.



Discounts & benefits:	Staff discounts on some courses and food, free parking, and a beautiful work environment. Opportunity to work for a Charitable organisation drawing people from across the world and committed to making a difference by supporting people to connect with nature and to finding meaning in life.
Pension:	There is a contributory pension scheme.
Salary:	£32,500 to £36,500 (depending on experience)
Right to work in the UK:	It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This is an express term and condition of your employment with Emerson College Trust.
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