

Job Description: Strategy Manager

Reports to: Director of Strategy

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: FTC (circa 6 months) *would suit a secondment*

Pattern: Full time (standard hours 9am – 5.30pm or part 0.8 FTE will be considered)

Full Time Salary: £50,000 to £60,000 (depending on experience)

About the role:

We are looking for a Strategy Manager to join the Ark team for the next 6 to 12 months. This would be a brilliant secondment opportunity for a someone working in strategy consulting (or an equivalent role) who wants to develop their skills, gain experience of the charity sector, and work in an organisation with a strong social purpose tackling educational inequality.

This role will focus on leading on one or more high-profile strategic projects that support the development and implementation of Ark's strategy and plans. Potential topics include digital and data strategy, financial sustainability, operational transformation, as well as workstreams to support the development of a new strategy and strategic plan for Ark schools.

It's an exciting time to be joining Ark as we look ahead to the next decade. The Strategy team is a newly established team, responsible for leading the development of the trust's new long-term strategy and mid-term strategic plan. This includes developing our underpinning operating plan and the design and implementation of trust-wide planning processes. The team also leads strategic projects to drive improvements in our schools, network, and ventures.

Key Responsibilities:

- Manage and deliver strategic projects from initial scoping through to making recommendations and handover to delivery teams – identifying questions, driving clarity on scope, undertaking research and analysis, commissioning insight where needed, synthesising insights into actionable plans and communicating them
- Facilitate meetings and workshops
- Prepare impactful papers and presentations for a variety of stakeholder groups
- Work collaboratively and flexibly with teams across the trust, building relationships and influencing others
- Contribute to a collaborative and inclusive working culture that values transparency and data-informed decisions
- Deliver ad hoc strategic projects as directed by the Director of Strategy
- Contribute to building capability and effectiveness within and beyond the Strategy team

Person Specification: Strategy Manager

Qualifications

- Qualified to degree level or equivalent

Knowledge & Skills

- Previous experience of developing strategy at pace in a range of organisations – gained e.g. through consulting experience – with the ability to understand the “big picture”, interpret complex information, and translate insight into action
- Numerate, financially literate, and comfortable with modelling and data analysis
- Experience working with and influencing stakeholders and colleagues at a range of levels of seniority
- Excellent verbal and written communication skills
- Strong project management and planning
- Experience of and interest in the education sector and/or related sectors (desirable)

Personal Qualities

- Structured problem solver and strategic thinker able to frame complex problems
- Happy working with a degree of ambiguity and driving towards clarity
- Willing and able to challenge the status quo
- Creative and lateral thinker
- Team player, able to work independently, lead, support, listen and collaborate

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).