

## Job Description: Senior Strategy Manager

**Reports to:** Director of Strategy

**Location:** Currently operating hybrid working in our West London Office

**Contract:** Permanent (*would consider a fixed term contract/secondment for 6 to 12 months*)

**Pattern:** Full time (standard hours 9am – 5.30pm with flexitime options; part 0.8 FTE will be considered)

**Full Time Salary:** £60,000 to £70,000 (depending on experience)

### About the role:

We are looking for two Senior Strategy Managers to join Ark's recently formed Strategy team. This is an excellent opportunity for individuals with experience in strategy development and strategic planning who are eager to contribute to a dynamic, innovative organisation committed to addressing educational inequality. The team is currently working on a new long-term vision and strategy, and the Senior Strategy Managers will play a critical role in this exciting and impactful work.

We are looking to make permanent appointments. We would also consider a 6-to-12-month secondment, e.g. for someone working in strategy consulting or an equivalent role.

The purpose of the roles is to lead high-profile strategic projects that support the development and implementation of Ark's strategy and plans, with one role focused on education strategy and the other on operations and growth. Potential areas of work include developing strategies to improve pupil outcomes (e.g. looking at areas such as curriculum, pathways and inclusion), financial sustainability and operational effectiveness, and future growth initiatives. The Senior Strategy Managers will also play a key role in engaging colleagues and stakeholders (e.g. through meetings and focus groups) as we develop the new strategy, and in the design and implementation of operational planning, reporting and change to embed the strategy.

### 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
- Design and run operational planning and change management processes to translate strategy into action and to establish appropriate goals and measures
- 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: Senior 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”, analyse and interpret complex information, and translate insight into action
- Experience working with and influencing stakeholders and colleagues at a range of levels of seniority
- Excellent verbal and written communication skills
- Strong project management skills
- Strong financial literacy, and comfortable with modelling and data analysis (desirable)
- Experience of and interest in the education sector and/or related sectors (desirable)
- Experience of working in a PMO or equivalent and a grasp of strategic planning and transformation (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
- Flexible approach and desire to work directly with schools

### 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](#).*