

Koreo Portfolio Manager

Role Description & Person
Specification.

April 2024

Portfolio Manager (Learning Networks)

Role	Portfolio Manager (Learning Networks)
Salary	£45-50,000
Reports to	Managing Director
Benefits	25 days holiday (5 days of which are fixed in August and Christmas), plus bank and public holidays, enhanced sick pay and family leave policies, flexible working arrangements, workplace pension scheme
Contract	Permanent
Hours	Full-Time, flexible arrangements welcome.
Based from	Remote/Hybrid, with regular travel to London.

About Koreo

Koreo is a learning consultancy working across the public and non-profit sectors in the UK. We believe that a just and regenerative world is possible; that the talent to build it is everywhere; that the work of building it is for everyone; and that doing so will require a radical approach to learning.

Since 2004, we have combined those beliefs to become one of the UK's leading learning and development partners for organisations in the public and non-profit sectors; working directly with leaders in communities, partnering with household name institutions to shift organisational culture towards learning, and delivering cross sector learning networks that bring people together across organisational boundaries.

We work through a combination of consultancy projects, from large scale culture change programmes to discrete strategy and people development projects, as well as through our own programmes developing emerging and existing talent across the social change sector.

Find out more about our practice, projects, & people at koreo.co.

The Role In Brief

This role plays a central role in the delivery of Koreo's work; responsible for a portfolio of the company's biggest and most established programmes. It will be a varied role and will require someone to lead project teams in the design and delivery of high quality national learning programmes, while also playing a key role in the development of Koreo as an organisation better able to build a just and regenerative future.

1. Responsible for the successful delivery and development of a portfolio of national learning programmes and projects. This portfolio of work is primarily focused on cross-sector learning programmes that bring cohorts of people together around learning missions. Examples include Civic Futures and the London Engagement Collaborative with the GLA.
2. Responsible for sustaining and growing the portfolio, and with it Koreo's profile, network, and income. This might be focused on developing the existing programmes in the portfolio, or could include wider writing, public speaking, pitching and networking which support the distribution of the work.
3. An internal leadership role in developing a just and inclusive culture in which a diverse team can do its best work. This includes line management of one Project Coordinator, development of organisational practice and process, and work with the team on culture and development.

Key Responsibilities

Strategic Leadership

- Part of a Koreo management team responsible for delivering work which further's Koreo's mission while developing operational maturity and financial resilience.
- Contribute to the development and delivery of Koreo's organisational strategy, and its application into portfolios of projects or programmes.
- Responsible for role-modelling Koreo's values by being committed to self development, including taking part in regular performance reviews, evaluation and reflection and giving feedback to colleagues
- Contribute to a programme of work which centres justice, equity, diversity and inclusion at Koreo, influencing our internal culture, the work we do, and how we do it.

Programme Management & Delivery

- Holds ultimate responsibility for the design and delivery of a portfolio of learning programmes, directing the project in such a way that leads to high quality learning outcomes for participants, client/funder satisfaction, and builds a platform for further work and development.
- Holds client/funder/board/partner relationships at a strategic level, and is accountable to

clients with regards to the project as a whole. Is responsible for holding the story of the projects and playing that back into management and leadership spaces.

- Develops learning programmes in line with Koreo's practice and wider best practice. Evaluates the impact and effectiveness of interventions and leads the project team in reflecting on and learning from interventions as they're delivered. Manages project team to lead the effective management of the project through quality, up-to-date project planning and reporting.
- Works with team, client, participants and partners to ensure that participants are supported into and through learning experiences and programmes as a whole and as individuals. Ensures that programme activities are accessible and responsive to participant needs and requirements and picks up concerns about accessibility and inclusion.
- Provides line management to Portfolio Managers/Coordinators as appropriate, focused on excellent delivery and personal development.

Development & External Influencing

- Responsible for the business development and communications strategy of the portfolio and delivery against the business development targets associated with the portfolio, working with the CEO and Head of Business Development.
- Responsible for the ongoing development and growth of projects in the portfolio, working with BD and comms teams to win new business and raise the profile of Koreo's work, either by growing existing opportunities, responding to open opportunities, or by initiating new ideas and taking them to market.
- Responsible for producing (and supporting others to produce) content (in the form of blogs, articles, reports, videos, infographics) that support campaigns and external influencing related to the portfolio and the wider company.

People & Culture

- Responsible for contributing to the development of a rich, inclusive organisational culture across the company including but not limited to taking part in regular 121s, company check-ins, team meetings, events and development days.
- Responsible for supporting the development of robust organisational systems which support an understanding of Koreo's work and enable good decision-making, including but not limited to new business, resourcing, budgets and financing, project governance.
- Responsible for creating and/or coordinating opportunities for reflection and learning across projects and project teams.
- Responsible for maintaining a focus on your own personal development, in the context of your role and your future career ambitions.

Person Specification

Commitment to Koreo Mission: You will be able to demonstrate:

- An interest and motivation in driving social change through learning, and supporting people to create a more just and regenerative world through learning and development.
- An interest in understanding how social change happens in a complex world, and a commitment to supporting social change work that is consciously anti-oppressive, aware of power and agency, and committed to facing the big, messy challenges of the 21st century in a way that is both just and regenerative.

Strategic Leadership: You will be able to demonstrate:

- Experience of a role with responsibility for the leadership of a team or portfolio of projects.
- Experience of strategy development and implementation, either at a programmatic or an organisational level.
- An understanding of Justice, EDI, and anti-oppression and how to apply that understanding into organisational development is desirable.

Programme Management & Delivery: You will be able to demonstrate:

- Experience of leading the design and delivery of learning programmes in an equivalent environment. Experience of designing and delivering cross sector learning networks is desirable.
- Experience leading projects which required the effective management of a range of stakeholders through project and programme work. You will be able to demonstrate how you have engaged with those stakeholders to build their connection with and investment in the project, and how you managed that work. Experience of client and account management in a consultancy context is desirable.
- Experience of designing and facilitating learning/collaboration/experimentation spaces for individuals and groups, either in an organisational or programmatic context. Experience of designing spaces for cross-sector groups is desirable.
- Skills & Knowledge which enable you to design high quality programmes and learning spaces, to support individuals with their learning, and to facilitate group spaces. Familiarity with practices like coaching, action learning, or particular methods of group work, is desirable.
- A familiarity with subjects relevant to Koreo's work is essential. Successful candidates will likely be interested in subjects like collective impact, new approaches to power, working in and with complex systems, organisational design and psychology, participatory futures, activism and organising, multi-disciplinary practice, and much more that we don't know about yet.
- An ability to communicate clearly and effectively with a range of stakeholders, with excellent verbal and written skills.

Operational Excellence: You will be able to demonstrate:

- Experience working in a role which required excellent project planning, management & reporting. Experience using Asana or an equivalent is desirable.
- Experience working in a role in which you were responsible for building and then delivering against project budgets.
- Experience working with a CRM to manage relationships and programmes of work. Experience using Hubspot is desirable.
- An ability to organise and manage yourself, to work and deliver at pace to a high standard across a number of projects, to spot and solve problems as part of a proactive attitude.
- An ability to cope well with competing demands and changing environments, demonstrating flexibility and an ability to work in different settings and with different people

Development & External Influencing: You will be able to demonstrate:

- An understanding of the landscape of social change work, with a particular focus on UK non-profit and public sectors and the needs of people, organisations and networks in this space. An existing network in a relevant sector is desirable.
- Experience of winning, and/or growing projects or programmes of work to deliver on a business development target. This may be through growing existing projects, writing proposals/tender responses, or by taking a new idea from concept to operational delivery. Experience of doing this in an equivalent context is desirable.
- An ability to influence externally, with a particular focus on the production of content (in the form of blogs, articles, reports, videos, infographics) that support campaigns and external influencing. An existing practice (and examples) of sharing your thinking or practice with a wider audience is desirable.

People & Culture

- Experience of line management is desirable.
- An ability to building positive relationships in a small, busy and ambitious team, leading and able to hold relationships with colleagues and our wider community
- A commitment to your own personal development and learning, and an understanding of how that development will be supported by your work at Koreo.

How to apply

To apply for this role please complete the application form available here by 5pm on Monday 20th May 2024. We would also request applicants complete [this](#) voluntary Equality and Diversity Monitoring Form and return it to us with their application.

If you have any questions about applying you can direct any enquiries to hello@koreo.co up to 48 working hours prior to the application deadline.

We strongly encourage applications from people who are historically under-represented in positions of leadership in the social sector, London and the United Kingdom, including Black and People of Colour, gender-nonconforming people, and people with disabilities. In support of our approach to flexible working we are happy to receive applications from those seeking full time employment, as well as those who may want to share the role on a part time or flexible basis.

Our recruitment process:

- All applications are received centrally and are anonymised by a member of the team before being shared with the panel for screening and selection
- Our team will shortlist candidates based on the criteria as presented within the role and person specification.
- We are unfortunately unable to offer feedback to non-shortlisted candidates; however, every applicant will be informed of the outcome of their application.
- Shortlisted candidates will be invited via email to take part in a panel interview, most likely held virtually, that may also include some written and/or scenario-based tasks
- Preliminary interview dates for this role are currently: 24th, 27th, & 28th May.
- Appointed and shortlisted candidates will receive feedback on their application and performance through the application and interview process
- References will be requested and verified following an offer of employment.

Further information

Should you require any particular arrangements or support related to this process we are committed to working with you to support this as much as possible - including after any appointment. We seek to ensure the accessibility of our recruitment processes and workplaces and environments for everyone so please let us know at any point during the process via hello@koreo.co.