

Recruitment Pack

Local Delivery Lead



■ Leadership
■ Skills
■ Foundation

Believe. Lead. Succeed.



About the role

Thank you for your interest in this exciting new role.

You would be joining us at a time when in the middle of last year, we launched our new identity as the Leadership Skills Foundation (previously Sports Leaders UK) alongside a new 5-year 'Evolve' strategy. Having navigated the challenges of the pandemic, the organisation has naturally placed an emphasis in recent years on retaining and sustaining the existing relationships we have with the 2,500 organisations (centres) that deliver our programmes.

Looking ahead, with new programmes and partnerships emerging, this role will now play a significant part in helping us expand the network of centres delivering Leadership Skills Foundation programmes and broaden the audiences we reach. Over the next few years, we aim to create an adaptable leadership skill offer that will increase our reach to more young people across, fully establishing the Leadership Skills Foundation as the trusted voice for leadership skills development.

We have ambitions to empower a more diverse range of young people with opportunities to develop essential leadership and life skills, regardless of their background. Having recently secured a strategic partnership with Sport England, this role will play a significant role in activating that programme, leading the co-ordination, engagement and management of local and regional stakeholders to deliver leadership programmes with identified target audiences, groups and individuals.

The role will initially be a fixed term contract (to July 2027) but we aim to secure further funding for the role to extend.

You will act as an influential member of the organisation's newly established Programme Delivery Team delivering the Programmes and Projects Strategy aimed at supporting growth, reach, and impact of Leadership Skills Foundation programmes among underserved and/or under-represented communities and individuals, which will in turn, benefit thousands of young people across the UK.

This role will require someone with the ability to engage and inspire others, with strong and effective communication skills. You will need to be comfortable working collaboratively as well as independently and want to pro-actively lead on making a positive social difference to the individuals and groups benefitting from our programmes.

We look forward to receiving your application.

Liam Hope

Director of Engagement

About the Leadership Skills Foundation

Our vision is for everyone to be empowered to shape their future and lead their communities.

With a 40+ year heritage, the Leadership Skills Foundation exists to help young people build the confidence to believe, the qualities to lead and the skills to succeed.

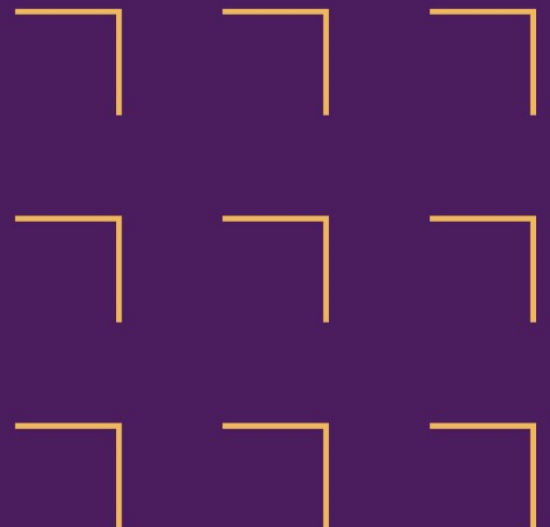
Working with close to 100,000 young people every year across 2,500 delivery centres (schools, colleges and community organisations), our programmes deliver millions of hours of learning and peer-to-peer volunteering. We provide an empowering environment and learning frameworks where everyone is empowered to shape their futures and lead their communities.

97% of centre staff believe Leadership Skills Foundation programmes provide young people with the skills to succeed.

As an awarding organisation, all our programmes are accredited in line with regulatory conditions, ensuring learners achieve meaningful and recognised qualifications and awards. Our programmes equip learners with employability skills for life (communication, problem solving, teamwork, self-belief, self-management) improving motivation, self-esteem and confidence.

90% of learners said that our programmes develop important skills for their futures.

We want young people to possess the skills, knowledge and resilience needed to face the world with confidence and optimism. By enabling organisations to deliver carefully considered leadership programmes, we help shape future generations.



Over two-thirds of businesses believe young people are not effectively prepared for work when they leave school (British Chamber of Commerce).

Our values

We are better together

Together, we do great things. Collaboration, belonging and individuality aren't just buzzwords to us; they're deeply held commitments in the way we work. As we solve problems together, we make sure everyone feels listened to and valued.

We are guided by goals

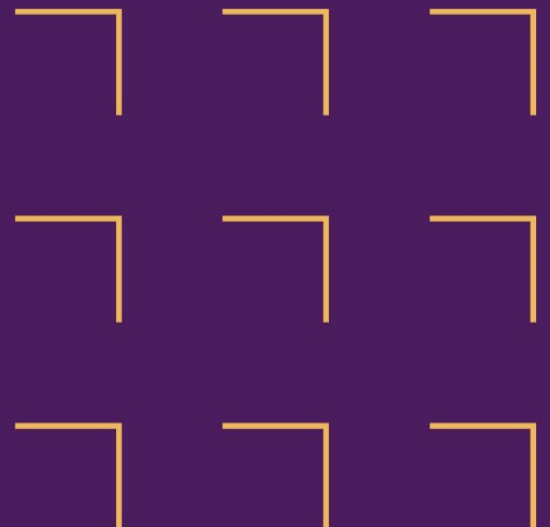
Every initiative we developed is guided by clear aims. From giving young people the confidence to achieve, to bringing major change to communities, all our goals are significant and focused on improvement.

We evolve and innovate

As the world changes, so do the opportunities and challenges of the people we support. As different times call for different skills, we are brave enough to be different and to innovate to be fit for the future.

We have pride in our programmes

We never forget how valuable everyone's future is. That's why we go above and beyond to deliver high-quality trustworthy and regulated programmes.



What you can expect from us

There are numerous benefits that are available to you as a member of Leadership Skills Foundation.

In addition to working for an organisation that is forward thinking with a clear commitment to your wellbeing, we also offer an array of both contractual and non-contractual benefits as outlined below.

Contractual benefits:

- Standard 36 hour working week.
- 25 days annual leave rising to 30 days per year after completion of five years' service.
- Automatic enrolment into NEST Pension scheme after three months, with the option to join group personal pension plan with matched contributions up to five percent following successful completion of probationary period.
- Agile/flexible working.
- Home working.

Non-contractual benefits:

- Discretionary extended Christmas break.
- Vitality Health Care Plan following successful completion of probationary period – with the option to add family/significant others at reduced rate.
- Meaningful and regular one-to-one system as part of a structured personal development process.
- Cycle to work scheme.
- Sight test and eyewear financial support.



Role details

- Role title:** Local Delivery Lead
Reports to: Head of Programme Delivery
Salary: £33,000
Contract: Fixed Term to July 2027 with potential for future funding
Location: Home based with some travel to other locations when required.
Hours: 36 hours typically 8.30 – 16.30. Monday – Friday.

Role summary

Main duties and responsibilities

1. Responsibility for co-ordinating, engaging and managing local stakeholders to deliver leadership programmes with identified target audiences, groups and individuals
2. Develop a shared understanding of the needs and barriers young people in underserved communities face in accessing leadership skill development and volunteering opportunities.
3. Provide support to identified local delivery stakeholders to address and overcome these barriers to engage the target audiences.
4. Identify and co-ordinate work with local delivery partners to create and activate local delivery area plans
5. With support, develop and oversee the process and distribution of agreed programme delivery funding to local delivery partners
6. Deliver training, support and orientation to local delivery partners
7. Support identified stakeholders to test adapted leadership skill development programmes and learn from the delivery to inform future delivery.
8. Establish a delivery feedback loop to inform the development of learning resources and programmes to overcome the needs and barriers young people in underserved communities face
9. Provide opportunities for the research plan, developed by the Programme Delivery Research Team, to be implemented to drive the improvement of strategic, business and operational planning and delivery
10. Provide connectivity between your work/engagement with delivery centres and the work of the Business and Market Development Teams
11. Capture and share best practice to support the wider adoption across community and partner networks
12. Work collaboratively with partners and stakeholders to successfully influence and deliver agreed programme objectives and key results
13. Maintain a working knowledge and up to date awareness of the landscape and audiences the Leadership Skills Foundation works with and aspires to work with



Key Relationships

Internal

- Head of Programme Delivery (line manager)
- Programme Delivery Research Manager
- Programme Delivery Research Executive
- Innovation Officers
- Finance Manager

External

- Local delivery centres and partners
- Strategic partners including organisations such as Sport England.
- Research and insight partners

Skills, experience and knowledge

Essential

- Experience of supporting individuals/teams and organisations to deliver projects and programmes.
- Confidence to act as the lead contact point for the local delivery of a funded programme.
- Familiarity with delivering and carrying out operational workplans and working collaboratively with teams to achieve them
- Effective resource management
- Experience of proactively supporting and managing local and regional stakeholder relations.
- Analytical thinking and evaluation skills
- Strong interpersonal, presenting and communication skills with the confidence and ability to adapt styles to different groups.

Desirable

- A proven track record in leading and delivering purpose-driven programmes.
- Experience of collecting and presenting data and insight.
- Experience of supporting programme innovation, development, and design.
- An understanding of the sport and physical activity landscape in the UK.
- Experience of delivering informal education or skill development programmes

Personal qualities

- The ability to engage and inspire others.
- A confident, collaborative individual that wants to lead and make a positive social difference.
- Pro-active with the ability to work on own initiative collaboratively and independently.
- Effective and confident communicator.



- Adaptable to operational requirements with an openness to give and receive constructive feedback as part of a growth mindset.
- A creative, problem solver with a focus on the individuals and groups benefitting from our programmes.

Ability to travel across the UK required

Recruitment timetable

Closing date for applications: Midday Friday 29th November 2024

Interviews to be held: Monday 9th & Tuesday 10th December 2024 (via MS Teams)

Start date: ASAP

To Apply

We look forward to your application for the role. To apply, please click on the link below and answer a few questions about the role and attach an updated CV.

Applications no later than 12noon on Friday 29th November 2024.

[DIRECTLY APPLY HERE](#)

Further information

Further information If you would like to discuss the role further, please email hope@leadershipskillsfoundation.org



**Leadership
Skills
Foundation**

Believe. Lead. Succeed.

© Leadership Skills Foundation 2024 | LS408-1-1124
Registered Office: Leadership Skills Foundation, Bradwell Road,
Loughton Lodge, Milton Keynes, MK8 9LA

