**Application pack – Strategic Engagement Manager**

This is an exciting new opportunity for a strategic thinker, with an enthusiasm to engage with a wide variety of people, to play a key role in delivering our ambitious new five year strategy. This post would suit anyone with the right transferrable skills and who wants to combine flexible working with an interesting and varied role in a dynamic team. We are looking to employ someone permanently and on a full-time basis but will consider job-shares or a part-time appointment for the right candidate.

**About the Learned Society of Wales (LSW)**

Over the past 13 years, LSW has established itself as Wales’s national academy for arts and sciences. We have nearly 650 Fellows (our “Fellowship”), which brings together experts from across all academic fields and beyond. We use this collective knowledge to promote research, support other researchers, and provide independent policy advice. The Society is now entering an exciting new phase of development. In order to have more impact, we want to make the most of the asset that is our Fellowship, and to do this we need to be more strategic about how we engage with them through our current activities and new ones. We also want to build relationships with other stakeholders that are key to delivering our strategy. Finally, we have sharpened our focus on equality, diversity and inclusion and want to ensure progress is made in this area across our Fellowship and the Society’s activities.

Our small, friendly and very committed staff team of nine, support the Council and broader Fellowship and are responsible for delivering the Society’s activities. We have grown as a team and adapted how we work, and what we deliver over the past two years. Our CEO joined the Society in 2022 and has brought a refreshed vision for the Society and how our team works together to support this. We are a charity and our Council is our board of trustees, comprising Fellows of the Society, who have overall responsibility for our governance, strategy, activities and finances.

**About the role**

This is an exciting new position, reporting directly to the Chief Executive, to support the delivery and ambition of LSW’s new five year strategy. We believe the success of the new strategy is largely dependent on improving how we engage with and subsequently utilise our ~650 Fellows.

The main purpose of the role is to create, shape and implement a new engagement strategy for connecting with our Fellows, potential Fellows and other key stakeholders to increase the Society’s visibility and impact.

We’re looking for a committed individual who will drive the development of a new engagement strategy with enthusiasm, working collaboratively with our small team to find new and innovative ways of getting the best out of our amazing Fellows. As a senior member of the team, you will have the freedom to work with high levels of autonomy and have opportunities to deputise for the CEO at high profile meetings and events.

You will have the ability to combine organisational and strategic planning skills with exceptional interpersonal skills. The post-holder is expected to be a strategic thinker, capable of managing a programme of activities and line-manage the Fellowship Officer to run a robust Fellowship election process whilst being able to be keep the wider external environment in mind. You will also be expected to cultivate effective relationships with Society Fellows and external stakeholders and able to command the confidence of our Fellows, committee members, partners and stakeholders.

Finally, you will be committed to Diversity, Equity and Inclusion (DEI). You will use your ability to analyse data and seek expertise in order to implement and monitor improvements in policies and activities, in order to lead on DEI improvements across our organisation.

We want to be a diverse Society and to reflect a diverse society. We are committed to making the Society welcoming and inclusive and encourage applications from under-represented groups. We are also a sociable and supportive team and are looking for someone who is keen to become an integral part of this, taking an active role in all team meetings and training opportunities.

**Key facts about this role**

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| **Salary** | Salary: £44,414 – £52,841 per annum, depending on experience. Pro-rata for part-time hours worked.  |
| **Location** | Our offices are based in Cathays Park, Cardiff. We operate a hybrid working policy and anticipate the post-holder dividing their work between office and home (details to be agreed with line manager). We aim to be as flexible as possible with staff but please note 100% home working is not possible as the post requires you to attend some in-person meetings and events. |
| **Line manager** | Chief Executive  |
| **Employment terms** | Permanent. To start as soon as possible.  |
| **Hours** | Up to 35 hours (5 days) per week, usually worked between Monday-Friday. Part time hours would be considered for the right candidate. Our staff work flexibly; the pattern of hours will be agreed with the line manager. The post-holder may occasionally be required to work evenings. Any additional time worked is given back as TOIL (time off in lieu).  |
| **Annual leave** | The basic leave allowance is 25 days, to be taken as agreed with the line manager, plus bank holidays. We also provide 7 additional ‘customary leave days’ per year, normally provided to extend Christmas and Easter breaks. |
| **Pension and benefits** | The post-holder may join our pension scheme, with the employer and employee each contributing 5% of gross salary into the scheme each month.We provide enhanced sick pay and maternity pay that exceed the statutory minimum.We provide additional annual leave (see below)  |
| **Travel** | The job requires some travel and occasional overnight stays. Expenses will be reimbursed. |

**Key responsibilities**

**Developing and leading the Society’s support for our Fellowship**

You will be responsible for developing a strategy to improve how the Society engages with our current and potential future Fellows. This includes managing the Fellowship Officer to run ourannual nomination and election process, providing advice on process improvements, use of data and communications to help achieve your strategy.

You will:

* Work with the CEO and others in the team, to take the lead on writing an engagement strategy, focusing on three key areas identified in our forthcoming 2023-2028 organisational strategy:
1. Improving Diversity, Equity and Inclusion – to ensure we are welcoming and inclusive to all and proactively encourage Fellows from under-represented groups to have a voice in the Society’s work.
2. Fellows outside Wales - providing a valued way of strengthening their connection to Wales and use their locations as assets in delivering our mission.
3. Our Fellowship offer - raising the profile of the benefits of Fellowship to existing and potential Fellows, promoting their contributions and creating opportunities for collaboration.
* Oversee the Fellowship Officer in running our annual Fellowship election process.
* Manage the Fellowship Officer to ensure Fellow data is collected, stored and analysed in support of our operations. Interpret and use data and insights to inform your strategy and monitor progress.
* Improve the relationship with, and use of, our Fellows who are nominated university representatives.
* Work with the Communications Officer to align our communications with the engagement strategy.

**Manage our programme of events**

You will plan and manage a programme of events to increase visibility and raise the profile of the Society. You will work closely with the Policy and Public Affairs Manager to align these with policy-focussed events and our public affairs strategy, and manage admin support from the Team Support Assistant\*. You do not need experience in running events but should have experience of designing and managing a programme of activities to deliver a strategy, which could include events.

This includes events such as:

* Those designed specifically for Fellows e.g. our annual dinner
* Events to celebrate and involve our Honorary Fellows
* Managing the budget we have available for other organisations to apply for LSW sponsored support for their events
* Any other events planned as part of your engagement strategy

\*The Team Support Assistant is line managed by the Society’s Clerk but provides support across the team, including assisting the Fellowship Officer. They are able to assist with event support for the Strategic Engagement Manager and others.

**Manage our annual medal awards**

* Oversee the Fellowship Officer to manage the annual nomination and award process, including advising on improvements to integrate this with the engagement strategy.
* Be responsible for maintaining our relationships with current medal sponsors and lead on seeking additional sponsors or sources of funding to support new medals.
* Manage the annual medals awards ceremony.

**Cross-team engagement with external stakeholders**

You will work closely with the CEO, Policy and Public Affairs Manager, Communications Officer and Researcher Development team to ensure coordination between our work with Fellows, Diversity, Equity and Inclusion (DEI) work, Comms planning and other stakeholder engagement, with a particular focus on:

* Designing and delivering your engagement plan in a way that complements and enhances the Society’s overall strategy and other team members plans for delivering it.
* Assisting the CEO in managing relationships with current funders and developing relationships and strategies for future fundraising.
* Identify, grow, and manage high level, strategic relationships with key partners and supporters.
* Implementing strategy, policy and actions that will promote Diversity, Equity, and Inclusion across our work.

**Job Criteria**

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|  | **Criteria** | **Essential** | **Desirable** |
| **Qualification** | A-Levels or equivalent qualifications  | **a** |  |
| A degree or equivalent |  | **a** |
| **Knowledge and experience** | Experience of building and managing stakeholder relationships, with demonstrable evidence of using these relationships to deliver organisational priorities.   | **a** |  |
| Experience of, and demonstrable success in, developing and implementing a new strategy, including designing and managing a programme of activities. | **a** |  |
| Knowledge and understanding of the higher education sector, and the role of National Academies, such as the Learned Society of Wales.  |  | **a** |
| Experience of working in a membership organisation or similar, where there are a large number of people who are part of an organisation, and/or crucial to its delivering its strategic aims, but that are not paid staff members.  |  | **a** |
| Experience of reviewing existing policies and/or activities and implementing and monitoring improvements, based on the use of data and through consulting experts in that area. |  | **a** |
| **Skills, abilities and attitude** | Able to command the confidence of people at all levels of seniority and able to gain and agreement and commitment from them  | **a** |  |
| Strong ability to plan, organise and deliver objectives, keeping high-level goals in mind while paying attention to detail | **a** |  |
| Management experience  | Direct line management experience  |  | **a** |
| Matrix-management experience, management of consultants or other informal management experience e.g. in voluntary setting | **a** |  |
| Ability to make clear, measured decisions informed by evidence and to take responsibility for the outcomes of decisions | **a** |  |
| Evidence of your commitment to working in a bilingual organisation  | **a** |  |
| Excellent written and spoken communication with a wide range of audiences | In English | **a** |  |
| In Welsh |  | **a** |
| Commitment to Diversity, Equity and Inclusion  | **a** |  |
|  | Commitment to the Society’s mission and aims  | **a** |  |

**How to apply**

* If you would like more information before deciding whether to apply, please contact Amanda Kirk (applications@lsw.wales.ac.uk) to arrange an informal discussion with the Chief Executive.
* To apply please submit a CV and cover letter to applications@lsw.wales.ac.uk. Please ensure that you save the final documents in Word or PDF format.
* When you write the cover letter, please let us know **how you meet each of the essential criteria** in the Person Specification (and the desirable criteria if possible). We recommend that you cover each of the criteria in order, using it as a heading; this will help us assess your application more easily. You should also tell us **why you are interested in this post** and your preferred hours and/or pattern of work. Your statement should be no more than 500 words.

Please note **you need to show us that you can meet ALL the essential criteria in order to be short-listed**. You can draw on elements from any aspect of your life, such as education, work, home, or community life, as long as you focus on its relevance in comparison to the needs of this job.

* Please email your application to **Amanda Kirk (****applications@lsw.wales.ac.uk****).** We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement after 5 working days, please contact us.
* The closing date for applications is **midnight on Sunday 16 April 2023**.
* We reserve the right to close this vacancy early if we receive sufficient applications for this role. Therefore, if you are interested, please submit your applications as early as possible.
* Interviews have been scheduled for 26 – 27 April but we will be reviewing applications as they arrive and if you are considered suitable for interview you will be sent an invitation, with interviews taking place approximately one week after you are contacted. If you have not been invited to interview withintwo weeks of the closing date, please consider your application to be unsuccessful.
* We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer. We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.
* Please complete our Equal Opportunities Monitoring questionnaire at <https://www.smartsurvey.co.uk/s/B1H26X/>

This is anonymous and will not be considered as part of the application process.