

Fellowships and Projects Manager

Role Overview

September 2021



ABOUT US

Our purpose is to make responsible leadership the only leadership. Because we believe that a better world requires better leadership.

We are a non-profit Institute focused on embedding responsible leadership at the heart of influential organisations. We build communities of leaders committed to living the principles and practices of responsible leadership. We help them mobilise their organisations to tackle the most important challenges faced by society and our planet.

We partner with a growing group of leading organisations to help them become beacons of purpose and responsibility.

The pandemic, profound inequalities in society, climate change and the growing sense of a divided country all feed an increasing sense of urgency for us to accelerate our mission.



So we have moved into the next phase of our growth and are expanding our team to help significantly boost our impact.

Our team come from a range of different backgrounds: from a strategy consulting firm, an innovation agency, an overseas adventure company provider to a leading university and No 10 Downing Street. We're proud to work with most of the UK's leading experts on responsible leadership, and we benefit from the support of some of the UK's most senior leaders.

We were delighted to be certified as a [B-Corporation](#) in 2018, and strive hard to live our values and be a great place to work.



THE ROLE

We are looking for an exceptional Fellowships and Project Manager to work with over 500 Fellows from across the private, public and social sectors, who are all committed to working with purpose and using their power to work for the common good. You will project manage and coordinate activities for Fellows who have completed the 18-month Fellowship Programme.

Leaders on the Fellowship Programme explore the nature of responsible leadership and practical approaches for tackling complex organisational change. The Fellowship team support these leaders after the Programme to continue to have the vision, courage, influence and network to drive significant change in pursuit of societal good.

There are 2 areas of focus aimed at supporting a vibrant community of Fellows to make change:

Deliver our post-Fellowship programme

- > Plan and manage a series of events and communications to enable Fellows to remain actively engaged with responsible leadership, with each other and with the Forward Institute, including Discovery Sessions and our Annual Fellowship Forum
- > Manage logistics, including venues, catering, materials, budgets etc. for events.
- > Work with the Fellowship Director and partnerships team to develop Fellow engagement plans and liaise with our partner organisations to bring together Fellows inside the same organisations.
- > Build networks for Fellows interested in working and collaborating together in interest groups (e.g. climate change, inequality, mental health and wellbeing, technology etc)
- > Produce analytics, research and materials to support the Fellows to maintain strong connections

Support Fellows to more effectively lead change

- > Work with the Fellowship Director and Programme Director to support change projects that Fellows undertake in their organisations.
- > Keep track of Fellows' progress with projects, making connections with other Fellows and individuals where relevant.
- > Work with Fellows to support the delivery of FI workshops in their organisations.
- > Convene groups of Fellows and stakeholders in partner organisations, helping them to build a shared agenda for change and disseminate thinking and practice.
- > Identify, record, and amplify stories of Fellow collaboration and change after the programme
- > Assist with other tasks as required.

ABOUT YOU

We don't expect the person we hire to have ALL the following but hopefully this gives you a sense of what would enable you to thrive in this role and in our team:

APPLY IF...

- > **You're a good communicator**; comfortable working with leaders more senior to you and everyone across our team. You can clearly disseminate and communicate
- > **You love networking and making connections with different stakeholders** to consider how to make a community work for its members
- > **You have experience working in or with large organisations on change projects**
- > **You have strong attention to detail**, in particular when it comes to organising events, and are happy working both independently and in collaboration with others on the team
- > **You are strategic and can think on your feet**, with strong organisational skills that help you manage and achieve competing priorities
- > **You understand what it takes to really make things happen** in a growing organisation
- > **You are passionate about what we are trying to do** and you see this as an opportunity to align your values and purpose with a successful social enterprise with big ambitions
- > **You have an aversion to jargon**, you provide clarity in complex situations and have the ability to focus on what really matters

YOU'LL LOVE IT HERE IF YOU...

- > Are optimistic, bring warmth and good humour to work, have a strong collaborative work ethic and bring positive intent to every situation
- > Are fascinated by different organisations and sectors – and would appreciate the responsibility of having access to some of the UK's most influential institutions
- > Have a curious mind and are always open to the insights and perspectives of others
- > Love the idea of working somewhere people share your values and are fully focused on making a meaningful impact on the world
- > Would enjoy working in a fast-paced environment, are happy to work without a big support structure around you, and would like to grow with a small but ambitious organisation as it develops over time

BENEFITS

CORE DETAILS

- > Salary: £38-45k, based on seniority and experience
- > Type: It is envisaged that this will be a full-time role.
- > Start date: To start as soon as possible
- > We are proud to be an equal opportunity employer. We are committed to creating a diverse and inclusive environment for all employees.

OTHER BENEFITS

- > The opportunity to shape the activity of a high profile initiative, and to work closely with a wide range of extraordinary thinkers
- > Working for an organisation where we take our values and purpose seriously, and work hard to practice what we 'preach'
- > An intense but fun working environment, where everyone is enthusiastic about their job (as well as things outside it)
- > Join a talented, diverse team with lots of opportunities to learn. We'll surround you with smart and driven people who have a vested interest in your development.
- > Private health insurance with Vitality (which also provides discounted gym membership)
- > Pension allowance (5% employer contribution)
- > A book allowance to build the Forward Institute library
- > Generous holiday allowance – and a sensible approach to flexible working

LOCATION

- > Our office is in Clerkenwell, although we're currently working mainly from home. We expect to return to the office in a hybrid model (2-3 days per week) from the autumn, subject to covid.



TO APPLY

- > Please apply by sending your CV and Covering letter to applications@forward.institute, answering the following two questions:
 - > What is it that you are passionate about and what makes you a great fit for the Forward Institute?
 - > Why you are interested in this specific role? And working with us?
- > The deadline for submissions is 9am on Monday 27th September 2021
- > First round interviews will take place the week of 4th October and second round interviews the week of 11th October. Please state if you envisage this being a problem.
- > You will need to hold any relevant Visas/Work Permits

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