**Job Title: Head of Strategic Planning**

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**Role Reports To:** CEO

**Direct Reports:** None

**Job Family: 6**

**Pro rata : £60k (14 hours a week, flexible working arrangement available)**

**Role Purpose**

* To support the ongoing refining and development of strategic planning in the organization.
* Leading on our 90 day planning cycle and implementation approach
* Facilitating a capacity building approach for the organisation to implement 90 day planning and delivery in line with our strategy and KPIs
* Facilitating sessions that allow the organisation to tackle complex problems cross teams, that will then form part of the work programme for the 90 day strategic planning cycle
* The ongoing facilitation of refinement of strategy, achieved through statements and organisational KPIs

**About Volunteering Matters**

Our volunteering and social action programmes bring people together to overcome adversity, tackle isolation, improve physical and mental health, develop skills, and ensure young people can lead change.

What makes us unique is our approach to developing programmes in local areas. Our volunteering programmes are designed by communities, for communities, as they have the power, local knowledge, and energy to improve themselves from within.

We have nearly 60 years of experience in supporting people facing all sorts of life challenges, from financial wellbeing to loneliness or barriers to education and employment. Our projects range from mentoring schemes to social groups, from community drivers to young people raising awareness of the issues that mean the most to them.

While we share our experience and resources to create opportunities, we’re entirely driven by the ideas on the ground. Each project is built with the specific needs of a community in mind. Since we’re a national charity, we do this at scale, building partnerships dedicated to sustainable societal change across the UK.

**This role**

As a member of the executive leadership team, you’ll facilitate the organisation to plan in strategic 90 day cycles, ensuring that our work remains relevant to our strategy, addresses real problems and furthers the organisation’s mission.

In addition to directly facilitating this with the Executive Leadership Team (ELT), the Head of Strategic Planning will also have a role in supporting capacity building across the organisation, running workshops and interventions that support the rest of the organisation to take a similar approach to strategic planning. The part time nature if this role means the capacity building element is vital, and it fits with our decentralised structure to empower teams to manage their priorities directly, in line with the strategic aims of the organisation.

The Head of Strategic Planning will also help support the refresh of our strategy and achieved through statements, at least once every three years with staff, trustees and volunteers.

**Key Duties Responsibilities**

* Support the Chief Executive and Leadership Team to develop 90 day plans that are relevant and focused on achieving our strategy
* Support the organisation in it’s review and refresh of strategy and achieved through statements as and when required
* Provide capacity building support to the wider organisation in the ongoing development of strategic planning and strategy initiatives across the organisation

**Experience / skills & attributes:**

* Experience, or transferable relevant experience, in facilitating development of strong strategic planning initiatives in a dispersed and de-centralised model
* Experience working with multiple groups, from trustees and senior leaders to volunteers and communities, to form strategic approaches in a way that they find accessible and engaging
* Belief in the Power of Communities with a desire to platform volunteers and young people always.
* Excellent communication and facilitation skills and the ability to communicate appropriately and effectively with a range of stakeholders through a variety of means.
* Ability to engage in the process of strategic planning development, which includes strategy writing, implementing plans and reporting on projects.
* Excellent interpersonal skills to enable effective relationships

**Qualifications**

Relevant experience and values alignment is more important for this role than specific qualifications.

**Other**

**Location**

The post will be home based, or office based. The postholder will need internet access to enable remote working. I.T. equipment and infrastructure will be supplied. There is an expectation that occasional travel across UK will be required.

**Our Values & Way of Working:**

In all that we do, we embrace a philosophy of ‘Freedom within a Framework’ and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

*This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.*