



ADVOCACY ACADEMY

Programmes and Partnerships Director

Information For Prospective Applicants

CONTACT FOR ENQUIRIES

recruitment@theadvocacyacademy.com

SUMMARY

Position Title: Programmes and Partnerships Director

Level: Level 8

Salary: £50,000-57,000

Reports to: CEO

Line managing: Associate Director of Spark Programmes (1 FTE), Head of Fellowship (1FTE), Head of Changemaker Development Support (1FTE)

Location: Liberation centre Brixton, London (New office)/ Remote working within the UK with at least 2 days work from our office

Contract: Full time (40hrs/weekly), fixed-term contract for 1 year, with potential for extension and role expansion (part-time -4days weekly minimum, will be considered).

Hours: TAA has flexible working hours, with some expected evenings and weekends due to the nature of the role. All extra hours are reimbursed as Time off in Lieu (TOIL).

Start date: As soon as possible (specific date tbc)

Benefits: TAA laptop and phone, (with additional insurances, employee assistance and health cash package including staff supervision, counselling, dental, optical care and more.).

The Advocacy Academy is an activist youth movement. We serve as the political home for grassroots youth organising and the catalyst for collective action. The lives of the young people we work alongside have been directly shaped by living in an unjust world, and we exist to turn their anger into action.

Young people are often the catalysts for major social change, from the Student Nonviolent Coordinating Committee at the heart of the Civil Rights Movement, to the Soweto Uprising mobilising young people to resist the apartheid regime's education policies, to the Sunrise Movement redrawing the electoral map across America, and more recently encampments and protests across the world protesting the genocide in Palestine. **How successfully they achieve real and lasting change depends on whether they are organised and whether they have the right strategy and tactics to be effective.**

This is why **we are looking for a Director capable of envisioning the full journey of a young person through their time with The Advocacy Academy from the first activation point to whenever they choose to end their journey with us.** We want someone who is excited to ensure the educational and operational excellence required to deliver this life-changing experience - and who's bursting with ideas to make it even better year-on-year.

We want our young leaders to win and to build real power across the UK that ensures that the generations that follow aren't just inheriting our mess, but our equipped and ready to fix it. That's why we are looking for someone to be the engine behind our Programmes and Partnerships department. **You will be highly motivated, with a high standard for yourself and others.** We're seeking someone creative, ambitious and disciplined, with a track record of delivering outstanding training and curriculum, and a passion for managing a high-performing team. **You will have a strong moral compass, experience working within political or anti-oppression spaces, a love of making good trouble, and a proven commitment to building people's capacity to challenge the status quo.**

Before you skim the job description, **please remember you don't have to tick all the boxes for each role to apply. Charity experience is not a requirement!** We all experience a bit of imposter syndrome, including the staff here at The Advocacy Academy. Let's name it for what it is - a manifestation of the oppression many of us face on a day to day. If this role pulls you and you believe you could make a difference, then apply anyway or reach out to us to discuss more!

AREAS OF RESPONSIBILITY

1. You will be accountable for the Programming and Partnerships strategy within TAA and growing our burgeoning partnerships programme, including but not limited to:
 - A. **Working in partnership with SLT to develop our partnership programme**, identifying and negotiating delivery expectations across the UK
 - B. Developing a suite of standard training programmes for partners and bespoke opportunities which can be used to advance interest in our institutional partnerships offer
 - C. **Working with the CEO to explore membership opportunities for institutions identifying channels** for us to build collective power across the country.
 - D. Overseeing the delivery of the partnerships programmes, **developing sustainable models of growth** for the organisation and growing your team accordingly
 - E. Developing pitches, products and funding proposals in collaborations with the fundraising team and members of the SLT.

2. You will be responsible for overseeing the architecture of our programmes:
 - A. **You will see the big picture.** You will be responsible for setting the direction of travel and standards for all of our programmes. This includes ensuring that the core components of our theory of change are woven into a young person's journey through The Advocacy Academy from their first engagement with our Movement to their induction into the Membership to their transition into leadership roles or a different Movement ecology.
 - B. You will set expectations for a young person's learning journey in the context of the broader activism ecosystem in the UK, needs within the Movement, and feedback and requests from the young people themselves. **You will position our training within the broader organising ecology**, and ensure that it remains the engine powering our campaigns
 - C. You'll design clear monitoring and evaluation frameworks which allow you and your team to learn, test, and re-test as you build, in partnership with our Members and other partners

3. You will be responsible for holding the culture of the movement:
 - A. You'll hold the relational culture of the Movement - one based as much around radical love as radical justice - to ensure we have a brilliant atmosphere for learning and growth
 - B. You'll ensure that co-creation with young people is increasingly woven through all of our programming and that all feedback is discussed and actively incorporated into the design and delivery of the programming
 - C. You'll define the cultural cornerstones and traditions which all people - young, old, and in-between experience within our institution.

4. You will oversee the delivery of programme to ensure that our programmes run like well-oiled machines by being a conductor of the orchestra through pulling in the right people at the right time and ensuring that key milestones are met:
 - A. Leading the design and implementation of a suite of behind-the-scenes systems, processes and resources to keep things running like clockwork and provide transparency and help build trust
 - B. **Nurture a diverse set of relationships with our broader network of 300-strong activists**, educators and volunteers who support, challenge and inspire our Members. And you'll always be on the hunt for new people to join the movement
 - C. **Set and hold the standard of programmes at The Advocacy Academy, working directly with the CEO** to ensure that we remain known for our transformational programmes and creative pedagogy including expectations around workshop design, learning outcomes, creating spaces of joyfulness, creativity and challenge for both staff and Members

- D. Working with the CEO, and the Board to develop a **risk management framework** to manage and escalate political exposure around programme and partnerships including supporting on safeguarding and health and safety
- E. Overseeing and assess development and tracking of clear **monitoring and evaluation framework** to manage and escalate political exposure around programme and partnerships
- F. Hold the **yearly budget** for your department and ensure that all programmes are run within the financial targets, identifying efficiencies and savings across the programmes, checking in regularly with individual budget leads and the finance director to understand expenditure
- G. Work with the CEO and the Board to build a transparent and effective working relationship between the Trustees and the staff team

5. Team and Line management:

- A. **Work with the CEO, and Head of People to design and implement the organisation structure for your department** including but not limited to: creating standardised JDs and objectives for roles in your department, identify recruitment needs to include designing a recruitment process, and coordinating the onboarding, and induction of new joiners to the department, designing department specific processes and policies:
- B. **Line manage and support the ongoing development of the staff** within your department, including but not limited to: investing in your team's personal, professional and political training, their development, holding them accountable for completing key pieces of work, act as a lighthouse to them setting good examples of line management and supporting line managers to exemplify same in their direct reports
- C. **Working with the CEO to identify skills and/ or knowledge gaps within your team** which relate to the strategic objectives, changes in compliance and other areas. Developing a plan to bridge these gaps through cross-team or organisation wide training and reflection spaces, or through personal training budgets including recommending and securing relevant opportunities
- D. **Consider balance of capacity, resource, and skills across your team** ensuring support and resources are well distributed, and that you consider team dynamics and needs as you determine operational priorities, identify opportunities for collaboration and learning across the different programmes, encouraging leads to see themselves and their role as part of a bigger whole and wider journey of an individual through TAA
- E. **Take the lead on implementing and upholding strategic objectives in your department** including but not limited to: working with the People Manager to design clear performance management systems within your team, prioritising regular performance management discussions and supporting individuals to achieve their KPIs, embedding a fundraising mindset, and encouraging financial prudence
- F. Responsible for ensuring effective departmental administration including delegating key administrative tasks to line reports **and ensuring the same throughout your department**
- G. **Take the lead on implementing and upholding ideology, culture and value expectations in your department** including but not limited to: supporting the CEO to embed a culture of wellbeing throughout TAA by leading on and recommending wellbeing initiatives, working with programmes line managers to achieve employee-centred line management, encouraging and embed a culture of mutual trust and Community Care, support and cohesiveness within your department, centering justice and organising principles in our work and decision making, centering youth agency and co-creation

6. Key member of the senior leadership team (SLT):

- A. **Share responsibility for achieving our mission and strategic objectives** by working closely with the CEO and other members of the SLT to further our vision, mission, strategy, ideology, and cultural values within your department and also across TAA.
- B. **Stay informed about relevant local and national political and sector developments** and understand their impact within your department and also across TAA. Oversee the most transformative youth social justice programmes in the country, guiding our young people towards real and lasting impact
- C. **Leverage opportunities to raise the profile of TAA** including but not limiting: independently exploring potential innovations, seeking out funding opportunities, fostering relationships with relevant external organisations,

representing The Advocacy Academy externally when appropriate and encourage the programmes team to do the same

- D. **Role model implementing and upholding strategic objectives across the organisation** including but not limited to: championing and leading on cross-departmental projects to support the growth of the organisation as a whole and helping the wider organisation meet our annual KPIs, identifying to the CEO and leadership teams opportunities and risks to achieving the organisation goals
- E. **Role model upholding ideology, culture and value expectations across the organisation** including but not limited to: leading by example across departments and during team days and role-modelling leadership, identifying to the CEO and leadership teams opportunities and risks to our integrity and authenticity in relation to ideology and culture
- F. **Ensure that your department works in tandem with and in support of other department objectives** including but not limited to: encouraging collaboration between departments, supporting other departments with resources as needed
- G. **Take responsibility for communicating your own wellbeing and needs** and providing feedback on TAA wellbeing initiatives to your line manager, and contribute to living TAA culture and values
- H. **Take responsibility for pursuing your own development** to build knowledge and skills to fulfil your role and areas of interest using your allocated training budget

7. Governance and Compliance:

- A. **Work with the SLT and the CEO to prioritise and centre risk management** across TAA including but limited to: feeding into risk analysis and mitigation, identifying and escalating risks to the strategic objectives, taking the lead to mitigate risks early and thoroughly
- B. **Partner with SLT to ensure transparency within TAA across policies and practices** including but not limited to: understanding relevant policies and best practices to take the lead on implementation within your department, identifying gaps or inconsistencies in policy and practice and supporting on addressing them
- C. **Work with the CEO and the Board to build a transparent and effective working relationship between the Trustees and the staff team** including but not limited to: providing updates and escalating the risks around your department to the Board, attending Board meetings through the year, supporting opportunities to build relationships between staff and the Board, and participate in Board working groups as needed.
- D. **Share responsibility for upholding compliance requirements** across the organisation

IDEAL EXPERIENCE

- Experienced Programmes Director, ideally with extensive experience working with young people
- Proven experience in creative facilitation and learning design, ideally curriculum planning as well
- Proven experience in managing a team and line managing staff members
- Experience working in a small team environment which is growing at pace
- Experience organising for social change and strategic campaigning
- Experience safeguarding marginalised young people
- Project management experience including project design, coordination of logistics, coordination of project staff, monitoring and evaluation and reporting to senior staff
- Experience working respectfully in marginalised communities. Our programmes prioritise those directly impacted by injustice and people from marginalised communities. You should be someone who understands how to work respectfully with and for people on the sharp end of systemic injustice in our society
- Proven experience in scaling programmes through strategic partnership building and collaborative growth initiatives

This is an outline of the responsibilities and duties of the Programmes and Partnerships Director, it is not intended as an exhaustive list and may change from time to time to meet the changing needs of the Liberation Centre and our young people. Any changes will be made in consultation with the post holder.

HOW TO APPLY

Candidates will be asked to **provide a CV and a Cover Letter OR a supporting video application addressing the following questions** (no more than 1000 words or 10 minutes for all questions).

1. Tell us about why you believe young people must be given the skills and confidence to take action
2. Please describe a transformational curriculum you have designed and delivered, and the journey it took participants on.
3. Include anything else you would like us to know as we consider your candidacy for the **Programmes and Partnerships Director** role.
4. Apply [here](#)

In addition, please also provide information on your notice period and your availability for interview. You may also **attach any other content** that would be relevant for us to have in order to showcase interest and experience. The content can come in any form of media, including but not limited to - a mind map of ideas, a timeline or portfolio of your work, life or experiences; a recording; a Powerpoint or other form of presentation; a song, article, poem or other writing samples.

A BIT ABOUT YOU

- You are passionate about, and committed to, creating a **more fair, just and equal world**.
- **You believe in the potential of young people** to challenge the status quo and are dedicated to helping them become more powerful citizens.
- **You're established in the world of youth work, anti-oppression facilitation, or political education.**
- You have a **strong network** of people which you are excited **to activate to further the work of The Advocacy Academy and the campaigns run by our Members** – an address book of great contacts.
- You've got a deep understanding of, and a personal relationship with, issues of social justice. From racism to the housing crisis to climate justice, **you'll be aware of how systemic injustice operates in our society**, clued-up and well-informed on the big issues of our time, and committed to changing them.
- You'll be **comfortable managing a "to-do" list of competing priorities** and communicating with a diverse range of stakeholders. This role requires someone with initiative who can balance multiple priorities and sensitivities.
- You're a **sensitive and thoughtful relationship-builder**. You're a great listener, and remember people's names, faces, and stories.
- You're a **confident communicator**: persuasive, passionate, and inspiring. From coaching Members to conducting a briefing before a stunt, you'll know intuitively how to communicate effectively and have the ability to build strong, deep relationships with a wide range of people and organisations.
- You're enterprising and excited to be using your initiative to build exceptional things from scratch with limited resources.
- You're **comfortable with tension** and have experience have experience managing difficult conversations to successful resolutions.
- You **pursue growth, value feedback, and being outside your comfort zone** and are always willing to reflect, learn, grow and stretch yourself.

DATES

- **Closing Date:** The deadline for applications **10th April 2025 by 1pm**.
- **Task:** If shortlisted you may be required to complete a short written assessment task.
- **First Round of Interviews:** will be scheduled for **21st - 24th April 2025** (Dates are subject to change).
- **Second Round of Interviews:** will be scheduled for **28th April - 01 May 2025** (Dates are subject to change). This interview will include presentation of a detailed session plan on a given topic.
- **Third Round of Interviews:** TBC. This will include a presentation to the CEO and Senior Leadership Team on strategy development.

ONLINE OPEN HOUSE

Come and meet us! We will be hosting an online open house for anyone who is interested in hearing more about the role or what **The Advocacy Academy** is about **on 21st March by 12pm**. You can use this space to ask any questions you might have about the role, find out more about the organisation and meet some of our staff team. **Curious? Contact recruitment@theadvocacyacademy.com** to indicate your interest.

NOTHING ABOUT US WITHOUT US

We aim to be representative of the community we are working with. We encourage applications from people of colour, those who identify as LGBTQIA, working class as well as disabled people, those living with mental health conditions, refugees and migrants. We welcome people from all identities who are made to feel marginalised.

We're not just committed to being an equal opportunity employer, we actively celebrate diversity in all its forms. Let us know if we can do anything to make the application or interview process more accessible. If you are invited to interview, we will at that point ask you for any accessibility requirements or preferences.

As an employer we make all reasonable adjustments to support employees in their work if they are disabled or have a health condition. We support the Access to Work scheme which could provide you with financial support to get the help you need to do all tasks successfully. We are happy to facilitate Access to Work assessments and reclaims, and would actively welcome applicants who would need this in order to do the job.

All staff who work on our programme must have, prior to starting work, a returned satisfactory **enhanced Disclosure and Barring Service (DBS)** dated no earlier than 1st January 2021. The Advocacy Academy will assist the application for, and pay for the processing of, a new DBS for staff members where required.

We welcome applications from people with **convictions**. Please disclose in your application if you have any convictions, cautions, reprimands or final warnings that are not "protected" (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)) . **We consider each person on their own merits, taking into account all the circumstances.**