



INFORMATION PACK

Head of Community Development



JOB DESCRIPTION

Job Title: Head of Community Development

Line Manager: Chief Financial Officer

Salary: Grade 16

Working Hours/Pattern Flexibility: 30 - 37 hours per week, term time plus 2 to 4 weeks or all year round

Disclosure level: Enhanced DBS

Role Summary

The Head of Community Development is a leader who will design, champion, and execute the Trust's Community Development Strategy, embedding a comprehensive "cradle-to-career" framework.

This pivotal role involves providing the expertise and leadership to establish and embed a model for community 'hubs', leading the entire initiative from concept and design, through piloting, to a roll-out across the Trust as appropriate.

The role will identify, support and champion best practice in relation to community development across our schools, ensuring that we embed an approach that builds on existing strengths and creates conditions that empowers schools to truly work with, and make a positive contribution to their communities.

This role will cultivate strong relationships with school colleagues, parents and carers, community members, organisations, and stakeholders to mobilise local assets, foster connection, and ensure the hub aligns with the trust, school and community priorities.

The ultimate goal is to ensure that the Trust's community activities directly contribute to improved educational, social, and economic outcomes for all children and families we serve, in line with our strategic aim to work in partnership with families and local stakeholders.

Key Responsibilities

This role will be responsible for leading the Trust's community development agenda, from strategic design to impactful delivery. The key responsibilities are outlined under the following themes:

Leadership

- Design the Trust's overarching Community Development Strategy, integrating a "cradle-to-career" approach.
- Drive the implementation of the community development strategy across the Trust, embedding a strengths-based approach that empowers schools to contribute effectively to their communities.
- Work alongside, support and mentor school-based staff involved in community engagement.

Community Hub Development and Management

- Lead the design, establishment, and ongoing development of community hubs across schools as appropriate, ensuring they align with the Trust's strategy.
- Develop a sustainable and impactful organisational model for the community hubs, drawing on effective practice from elsewhere.
- Create and manage a phased roll-out plan for the hubs, beginning with a pilot programme to learn from before wider implementation.
- Provide both strategic and operational guidance to schools developing their own community hubs, helping them identify local opportunities and overcome challenges.
- Work with curriculum development colleagues to ensure hubs provide opportunities for pupils to develop a commitment to service through volunteering.

Partnership and Stakeholder Management

- Build, cultivate, and manage high-level, mutually beneficial partnerships with key external stakeholders, including local authorities, higher education institutions, health providers, businesses, and charities.
- Develop and maintain strong, collaborative relationships with internal stakeholders, and in particular with Headteachers and senior school leaders, to ensure community activities are aligned with school objectives.

- Engage with parents, carers, young people, and local community representatives to ensure their voices are central to planning and delivering community activities.
- Act as the Trust's principal representative for community development at regional and national forums, advocating for community-focused education.
- Liaise closely with the Trust's Fundraising Consultant to identify and articulate the funding needs for community development projects.

Programme Oversight and Best Practice

- Oversee the strategic development of cradle-to-career initiatives, including programmes for early years and family support, and pathways for careers and skills development like work experience and mentorship.
- Promote the safe and effective use of school facilities outside of school hours to benefit the wider community, for example, through sports or adult education programmes.
- Identify, champion, and share effective practice in community, including parent and carer, engagement across all schools to foster a culture of collaboration and shared learning.
- Providing training and resources to enhance community and parent and carer engagement capabilities within schools.

Impact Measurement and Evaluation

- Establish strong metrics and evaluation frameworks to measure the impact of the Trust's community programmes, and produce regular reports for stakeholders and funders to ensure accountability and continuous improvement.
- Conduct ongoing community development activities, such as asset mapping and listening conversations, to identify community needs and assets, monitoring the effectiveness of initiatives and adapting them accordingly.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;

- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

PERSON SPECIFICATION

Qualifications and Experience	<ul style="list-style-type: none"> • Essential: Degree-level education or equivalent professional qualification. • Desirable: Experience operating at a senior level with a focus on community development, partnership management, or external affairs. • Desirable: A proven track record of designing and delivering complex projects through strategic collaboration. • Desirable: Experience working in or closely with the education or public sector.
Knowledge and Skills	<ul style="list-style-type: none"> • Strategic Planning: The proven ability to translate an aim into comprehensive implementation plans and oversee their delivery with a disciplined approach to innovation. • Leadership and Influence: Excellent leadership skills with the ability to influence individuals, teams, and organisations outside of direct line management. • Sector Knowledge: An understanding of the cradle-to-career model, community engagement best practice, and the role of schools as community anchors. • Communication and Negotiation: Outstanding communication, influencing, and negotiation skills with the ability to operate effectively with people at all levels, from grassroots to boardroom.
Personal Qualities	<ul style="list-style-type: none"> • A compelling and inspirational visionary who can articulate the Trust's community ambition to diverse audiences. • High emotional intelligence, intellectual curiosity, and an openness to learning and innovation. • Resilient, adaptable, and pragmatic, able to navigate the complexities of a multi-site organisation and diverse community needs. • A strong commitment to social equity, inclusion, and the core values of the Trust.

