

JOB DESCRIPTION
Head of Engagement of the Work Foundation
Vacancy Ref: A3493

Job Title: Head of Engagement of the Work Foundation	Present Grade: 9P
Department/College: Work Foundation, Lancaster University Management School	
Directly responsible to: Director of the Work Foundation	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: Dean of LUMS and senior leaders and managers within Lancaster University</p> <p>External: Sponsors, clients, Government Departments, the Media and Funding Bodies</p>	
<p>Role:</p> <p>The Head of Engagement will take responsibility for the shaping and delivery of a compelling funding and external engagement strategy for the Work Foundation. Working with the Director and the Head of Research, the post holder will ensure the Work Foundation has a strong pipeline of potential funders, as well as clear and impactful outreach plans in place for all key research outputs. In the context of external engagement, they will work with colleagues in the Press and Marketing Team across Lancaster University and the Management School to enhance the profile of the Work Foundation. In addition, together with the Head of Research, they will support the Director in helping to set the strategy for the team and in shaping the annual business plan.</p> <p>Major Duties:</p> <ul style="list-style-type: none"> ▪ Provide leadership for the Work Foundation funding strategy, working with the Director and Head of Research to develop a suite of compelling projects capable of driving revenue generation. ▪ Keep abreast of national trends and policy developments in order to identify opportunities and lead on the development of funding proposals and bids, working with colleagues across the Work Foundation and LUMS. ▪ Establish a compelling and impactful external engagement strategy for the Work Foundation that takes account of key audiences, including stakeholders, policymakers, practitioners and the general public. ▪ Engage with professional service colleagues across LUMS to build the Work Foundation’s networks with key communications, marketing and finance colleagues. ▪ Engage with key external contacts to gather intelligence, develop quality and impactful research propositions, and effectively showcase Work Foundation research and LUMS expertise, including in the media. ▪ Liaise closely with colleagues in the Work Foundation and the Management School to ensure coherency of activities and recognition of mutually beneficial opportunities <p>1. <u>Leadership and management</u></p> <ul style="list-style-type: none"> ▪ Responsible for overseeing the delivery of the Work Foundation funding strategy, steering the effective design, management and delivery of funding proposals to generate revenue for the University and supporting the proposals to fruition ▪ Responsible for overseeing the delivery of the Work Foundation external engagement strategy, working with the Director, Head of Research and LUMS colleagues to ensure all Work Foundation outputs are relevant for key external audiences. 	

- Together with the Director lead funder relationships on behalf of the Work Foundation, engaging with funding bodies, private companies and others to ensure the successful management of relationships.
- Work with the Director and the Head of Research to develop and implement measures and targets to ensure that the WF delivers against objectives.
- Work with the Director and the Head of Research on-going effective internal and external communications to enhance the Work Foundation as a thriving and sustainable organisation.

2. Managing Resources

- The role holder will contribute to the development of the Work Foundation and its objectives, ensuring the relevance of its engagement programme to the University Strategy. There is a particular emphasis on supporting the Director in matters to do with staff engagement, development and training.
- Establish funding proposal templates and protocols to ensure consistency across the range of funded Work Foundation activities.
- Develop the Work Foundations bank of key messages, drawn from our research, that can be deployed by colleagues across the University to key audiences.
- Develop effective project budgeting processes that reflect the funding and Work Foundation resource associated with individual research pieces.
- Work with the Director and the Head of Research to prepare the Work Foundation's annual budget
- Work with the Director and the Head of Research to monitor income and expenditure of the Work Foundation on an ongoing basis.

3. Any Other Duties

- Other duties as directed commensurate with the grading of the role.
- To represent Lancaster University at external conferences, meetings and events in the UK.