



Job Description

Post Title	Leadership Development Director
Department	Programme and Events
Reports to	CEO
Purpose	To lead on our leadership development programmes and events, capturing themes and outcomes, promoting thought leadership, reporting on our impact, and building our alumni community
Salary	Circa £60,000

About Windsor Leadership

Windsor Leadership is a charity, founded in 1995, which provides transformational leadership programmes for the most senior leaders across all sectors, including corporate, public, military, education, faith and not-for-profit.

We specialise in providing residential experience-led development programmes at Windsor Castle. The programmes focus on facilitated learning in a peer-to-peer environment. We challenge leaders to think differently, explore their own leadership style and consider the wider impact of their leadership. Our residential programmes range from two to five days, followed six months later by a two-day Part Two.

Supported by dedicated and experienced volunteers, we have delivered development programmes for nearly 30 years. We challenge leaders to explore and discover their personal leadership styles and think about their responsibility to self, their organisation and society.

Purpose of the role

We are looking for someone to organise and oversee our programmes and to use the insights gained from our alumni to help Windsor Leadership develop and advocate for values-based leadership. The role will manage our programme and event delivery teams, capture themes, share outcomes, and develop ongoing development opportunities for our programme alumni. This role will help to raise our profile within leadership development by generating reports, writing articles, working with leadership development specialists, and creating podcasts and webinars – this can be done by yourself and/or using our alumni and internal teams. The role will also assess and share the impact that we have on individuals, their organisations and wider society, in support of our charitable purpose, to inspire the leaders of today to transform themselves, their organisations and society for the better.

The volunteer base supports us because we influence positive change and are the best at what we do. This role holds the key to relationships with many of our stakeholders and the quality of our programmes. It will also continue to build on our ever-growing community of dedicated alumni, who like to learn themselves, donate time and support our work.



OVERVIEW

- **Collate and report on our Impact** – to individuals, organisations and society
- **Raise our Presence** – raise our presence and credibility within leadership development
- **Oversee programme Delivery** – manage the programme delivery team, and maintain quality and standards
- **Develop alumni Engagement** – develop our post programme events and opportunities and increase alumni engagement and activity

IMPACT & PRESENCE

- Increase our Presence - develop our presence within the leadership community, writing and promoting thought leadership based on intel gained within our programmes. Reviewing, absorbing and commenting on leadership development per se. Promoting and publishing articles and white papers.
- Show we make a difference - record and share our impact by attending events and programmes, using surveys, interviewing participants, recording anecdotes, and capturing evidence of change.
- Share our impact success through social media, website, PR opportunities and our annual end-of-year report, working in partnership with our marketing department.
- Develop external partnerships to support the development of our Impact, and Presence.

PROGRAMMES

- Attend some of our residential programmes and events as a Programme Director (including occasional overnight stays in Windsor) to support programme delivery and gain knowledge of the impact and up-to-date leadership trends.
- Ensure programme and event delivery remain at the highest standard. Work with our Chairs and Facilitators
- Ensure programmes meet expenditure targets (control spending)
- Write proposals for Bespoke leadership development programmes.
- Oversee management of Bespoke clients and development of Bespoke programmes.
- Manage and support Programme Delivery Team
- Oversee relations and bookings with our key venue partners.
- Manage programme budgets, ensuring costs and resources are controlled



ALUMNI

- Support the Alumni Relations Manager by creating, promoting, and hosting alumni-themed events.
- Ensure programmes and events stay relevant with up-to-date trends and themes.
- Engage with and understand the needs of our alumni to support their development requirements.
- Create a go-to library for our alumni of leadership articles, books and sources of development information.
- Develop alumni engagement. Help grow our community of engaged alumni

IN GENERAL AND IN ADDITION

- Support strategic development and ensure everything we do drives our purpose and supports our vision – Exceptional Leaders, Leading for Good.
- Support the Business Development team, developing leads through alumni interaction.
- Support our marketing communications, for example, by ensuring our language is consistent and effective in the leadership space.
- Attend SLT and Trustee meetings.
- Be flexible with support and take on any other task deemed necessary from time to time to ensure the continued success of a charity.

Person Specification



Requirements	<p>The applicant must –</p> <ul style="list-style-type: none"> • Have hands on and extensive knowledge of leadership development • Show an appreciation for or have worked for a not-for-profit organisation • Have experience of managing small teams • Be able to build and nurture relationships as well as feel confident engaging with senior leaders • Be able to facilitate or chair development groups • Be able to communicate well and work across departments • Be able to analyse data and interpret quantitative research for report writing • Contribute to the strategic thinking and planning of the organisation with the SLT • Ideally provide evidence of writing and publishing articles on leadership • Be willing to write and represent the views of Windsor Leadership, and not just their own <p>The applicant must be able to</p> <ul style="list-style-type: none"> • Work autonomously, as well as collaboratively • Be articulate and show outstanding interpersonal skills • Present themselves well as an ambassador for Windsor Leadership • Write well • Have a high regard for detail and accuracy • Be able to stay overnight (occasionally) when required • Be hands on – we all support each other across departments • Enjoy working with a small team that makes a big difference
IT Skills	<ul style="list-style-type: none"> • Be IT literate, especially on Word, PowerPoint and Excel • Be CRM competent (we use Salesforce)



THE OFFICE

Our office is based in Windsor and our office hours are 9.00am - 5.00pm, although this role will require some occasional early starts and late finishes on some events. We currently offer a mix of home-based and office-based working.

Our face-to-face programmes operate in Windsor Castle and Cumberland Lodge in Windsor. We employ 14 people, have a volunteer base of about 100, and we deliver 20+ open and bespoke programmes a year (including on-line) and several one-day workshops and webinars.

INTERVIEWS

Below is a guide only, and the dates, place and interviewees may vary

Round One	In person	w/c	26/02	With CEO and SLT members
Round Two	In person	from	04/03	With CEO and a Trustee
Decision made		by	16/03	
Ideal start date				Position available immediately