



Head of Corporate Projects
Candidate information Pack – August 2022

Closing date: 12 noon, Friday 2nd September

Interview date: Tuesday 13th September

Welcome to Bradford Diocesan Academies Trust

Dear candidate

Thank you for taking your time to download our application pack and expressing your interest in the Head of Corporate Projects at Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you a summary of all the information you need to consider when applying for a job within BDAT.

Within the pack you will find a job description, a person spec, a brief summary on the Trust and details of how to apply for this post should you choose to make an application.

You can of course find further information about us:

- *on our website at www.bdat-academies.org,*
- *on twitter at [#wearebdat](https://twitter.com/wearebdat)*
- *or by contacting us direct at info@bdat-academies.org.uk*
- *or calling [01274 909 120](tel:01274909120).*

We wish you every success with your application and we look forward to meeting you in the near future.



Carol Dewhurst

CEO BDAT

Head of Corporate Projects

Job Description

Overall Purpose of the Job

The Head of Corporate Projects will lead, manage and oversee all aspects of the Trusts Key Corporate projects supporting the priorities set out in the Trust three-year strategy [“One Trust, One Family, Where Every Child Matters”](#).

Working alongside the BDAT central team, and academy leadership teams, the successful post holder will ensure that projects are well planned, well communicated and delivered on schedule. They will be a member of the BDAT central team and their work will involve supporting and providing advice and guidance to each of the BDAT schools.

The Head of Corporate Projects is responsible for the planning, coordination, management and delivery of projects across the Trust, such as Trust Growth, academy conversions, due diligence restructure and reorganisation, overseeing the service level agreement with the Trusts IT Provider and leading on risk management for BDAT.

The Head of Corporate Projects will have a good understanding of legal, HR, finance, property and governance. Training will be provided as required on the education sector and in other areas as identified.

The Head of Corporate Projects will report to the Director of Corporate Affairs.

Hours of work are flexible to meet the needs of the Trust and post holder but will not routinely exceed 37 hours per week. Evening work is to be expected with this post and the post holder is expected to manage their hours accordingly.

Part-time working may be considered for an exceptional candidate

- **Reporting to:** Director of Corporate Affairs
- **Accountable to:** Chief Executive Officer of BDAT and the Board of Trustees
- **Duration of Post** Permanent
- **Work Commitment** All year round
- **Salary banding:** L7-L13 (£49,019 - £56,721)
- **Start date:** ASAP

Key Responsibilities and Duties

The postholder will:

- ✚ Lead the development, promotion, and implementation of project management strategies for projects across the Trust.
- ✚ Using change management experience to engage and have strong communication with key stakeholders including Trustees, executive team, academy leaders, school staff, DfE, Local Authority, HR and Legal teams.
- ✚ Track and monitor the progress of all projects to ensure that they are delivered on time and within budget. Providing regular detailed progress reports to the Exec Team and Trust Board, including the identification of key risks and mitigations.
- ✚ Manage interdependent projects and sections of work to ensure consistency and maximise efficiency.
- ✚ Issue reminders for key deadlines and ensure that the colleagues who are responsible for specific areas of work provide progress reports in a timely and efficient manner.
- ✚ To be the central point of contact for all members of staff involved in the project.
- ✚ Support the management of calendars, diaries and different project strands.

Structural re - organisation

- ✚ Working with the leaders of schools to support and lead any school restructure or reorganisation process in line with Trust policies and DfE regulations within the agreed timelines. This may include school expansions, age range changes, PAN changes or funding agreement amendments.
- ✚ Working with key stakeholders including HR and the Unions to ensure that they are fully aware of any projects that are taking place.

Trust Growth

- ✚ Planning, coordination, management and delivery of converting academies.
- ✚ Working with the leaders of the schools joining the Trust to lead and manage the due diligence process.
- ✚ Provide reports to assist the Trust Board and CEO assisting them to assess the risk of a new academy joining the Trust.
- ✚ Work with the DfE and local authorities, legal team to ensure completion of conversions are timely and in line with DfE and ESFA guidance.

Risk Management

- ✚ To lead and contribute to the development of systems, control process and risk management arrangements that comply with best practice requirements and contribute to continuous improvement of the quality of risk information.
- ✚ Lead on the management of the Trust's Risk Register and direct colleagues as appropriate to ensure risks are managed effectively and updates are reported to Trustees in line with the reporting calendar.

IT Provider (BDAT Digital Platform)

- ✚ Manage and oversee the Trusts service Level agreement with IT provider.
- ✚ Support the development and delivery of the next phases of the Trust's digital strategy
- ✚ Working with the Trust Education Directors, contribute to the development and implementation of a Trust wide data dashboard, considering best practice both within the Trust and outside the Trust

Executive Membership

As a member of the Trust wider leadership team, the postholder will contribute and support the work of the BDAT Extended Executive team, providing expert knowledge and advice on their areas of responsibility, while contributing to wider strategic thinking and supporting the Executive Leadership of the Trust.

The postholder will be expected to regularly attend and report to the BDAT Board and also attend the BDAT Executive Team meeting.

The post holder will be expected to attend and support Trust Professional Learning Communities to support academies and staff CPD with regards to restructure, the IT provider, and other project are

The postholder may also be asked attend and represent the trust at external training, national network meeting, meetings with RSC, Local Authority and other key stakeholders as required.

General Responsibilities

- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies at all times.
- To assist with the development of policies and procedures as may be required outside own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce, and respond to, complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the senior nature of the post as directed by the CEO.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Head of Corporate Projects

Person Specification

	Essential	Desirable
Education and Training		
Educated to A-level standard or demonstrable equivalent work experience	•	
Prince 2 or equivalent Project Management training/qualifications	•	
Knowledge and Experience		
Experience of working in a Project Management role	•	
Experience of developing and delivering successful project programmes	•	
Experience of working in an educational setting		•
Proven experience of communicating with a range of key stakeholders	•	
Ability to compile, manage and analyse data and produce reports	•	
Experience of successfully coaching, mentoring and challenging senior staff		•
Professional Skills		
Excellent interpersonal skills with the ability to interact effectively with colleagues and build relationships or interact with external organisations.	•	
Able to manage competing priorities and take effective action to deal with these	•	
Able to adapt to different audiences and circumstances	•	
Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints	•	
Well-developed influencing skills to change practice via a collaborative approach		•
Able to analyse and deal with complex or difficult situations, with skill and discretion	•	
Able to prioritise work, effectively and accurately, particularly when under pressure, to deadlines.	•	
Personal Qualities		
Confident, enthusiastic, motivated and committed with a passion for protecting and developing young people	•	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these.	•	
Commitment to Equal Opportunities	•	
Willingness to work within the Christian ethos of the Trust	•	
Work on own initiative with the ability to seek support and assistance where appropriate.	•	
Team player who can also work using own initiative	•	
High levels of resilience and emotional maturity	•	
Suitability to work with children	•	
Commitment to safeguarding and a satisfactory Enhanced DBS Check		

Terms and Conditions

The employer for this post is Bradford Diocesan Academies Trust.

The post will be based in the office of BDAT, 2nd Floor, Jade Building, Albion Mill, Albion Road, Greengates, BD10 9TQ and also two days working from home.

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work some evenings.

An Enhanced DBS is required for this post.

An online search will be carried out for the successful candidate.

The post is subject to a six-month probationary period.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

All BDAT Trust and Academy business should remain confidential to BDAT.

If you would value an exploratory conversation, please contact Claire Berry on 01274 909120.

Our mission, vision and values

BDAT's mission is:

"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".

Our rationale or reason for doing this is:

"... because we believe that every child has only one chance at a good education".

Our vision is:

"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."

The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.

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About BDAT

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England multi-academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company.

BDAT was set up in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a board of trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.”

In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary church and non-church schools within an academy model. We currently work with schools of all OFSTED gradings from outstanding to special measures.

As of January 2020, the BDAT family of schools consists of 18 schools: fourteen primaries and four secondaries. The next stage of the journey for BDAT is set out in our three year plan 2022 -2025 "[One Trust, One Family, Where Every Child Belongs](#)"

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Schools, as well as those within the faith.

For more information on BDAT visit www.bdat-academies.org or visit #wearebda

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How to apply

If you are interested in applying for this post you need to download and complete an application form. The form is available at www.bdat-academies.org/vacancies

Completing the application

If you decide to apply for this post, please complete the application. A Curriculum Vitae is not required and will not be accepted.

You should also provide the names, positions, organisations and telephone contact numbers of at least two referees. If you do not wish to give your permission for us to approach your referees at this stage, then please state this clearly and indicate your reasons for this preference.

To enable ease of contact we would appreciate it if you could provide daytime, evening and mobile contact numbers.

Please return your completed application form and email to:

E-mail: recruitment@bdat-academies.org

For additional information you can also contact:

Email: info@bdat-academies.org

**All posts are subject to an Enhanced DBS check. We are committed to the safeguarding of children.
An online search will be carried out for the successful candidate.**