

## JOB DESCRIPTION

<b>Job Title</b>	Strategy Manager
<b>Reporting to:</b>	Director of Strategy and Partnerships
<b>Department/Team</b>	Strategy and Partnerships
<b>Location</b>	Central London, with some remote working supported
<b>Hours</b>	Up to 37.5 hours/ 5 days a week Flexible working arrangements supported
<b>Salary Band/Grade</b>	3
<b>Duration</b>	Permanent

### Background Information

#### About the Centre for Ageing Better

The UK's population is undergoing a massive age shift. In less than 20 years, one in four people will be over 65. The fact that many of us are living longer is a great achievement.

But unless radical action is taken by government, business and others in society, millions of us risk missing out on enjoying those extra years.

At the Centre for Ageing Better we want everyone to enjoy later life. We create change in policy and practice informed by evidence and work with partners across England to improve employment, housing, health and communities.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

### Job Purpose

The Strategy Manager will be responsible for leading and coordinating a programme of strategic cross cutting work to support delivery of Ageing Better's strategy Transforming Later Lives. Working with the Director of Strategy and Partnerships, other members of the executive team, colleagues from across the organisation and partners, the postholder will also help to coordinate our policy development work and horizon scanning to help future proof our work.

## Specific duties and responsibilities

### Strategic projects

- Developing and managing Ageing Better's approach to strategic projects maintaining an oversight of projects and budgets
- Working with others in the organisation to identify cross cutting issues which impact on all our priority goals and scope and develop proposals for projects to address them
- Identifying opportunities to influence the wider ageing agenda
- Helping to ensure that strategic projects and related activities are delivered on time, to good quality and within budget
- Developing and updating project plans with clear goals, milestones and responsibilities, working with the lead and delivery partners to ensure work is delivered as agreed
- Regularly reporting on progress, identifying risks, and delivering any changes required to ensure activities stay on track
- Developing and maintaining knowledge across a wide range of ageing issues in order to identify and develop projects and policy positions relevant to the wider agenda, and working with senior executive team members to coordinate policy development work
- Keeping up to date with the changing policy and practice context in which Ageing Better operates and to share insights and intelligence with the organisation
- Providing support to the Director of Strategy and Partnerships across the range of activities undertaken by the Strategy and Partnerships team

### Insights and understanding of people with lived experience

- Coordinating and overseeing a programme of work to build our insights into today's and future cohorts of people approaching later life and to understand further inequalities and those at risk of missing out on a good later life
- Championing the importance of starting with the person and ensure that all the work of the organisation is informed by the lived experience of people approaching later life and at risk
- Identifying exploratory issues which we might want to focus on in future and develop proposals for projects to inform this.

### Strategy

- Advising and supporting colleagues across Ageing Better on how best to use strategic methods to test and challenge thinking for example use of personas, scenario testing, and other strategy tools
- Developing and delivering a programme of work which enables the organisation to maintain a future focus and identify emerging issues to explore

- Working with colleagues to produce high quality external facing products to communicate the outputs of our cross-cutting work and strategic analysis
- Ensuring timely information and reports are prepared for the Board and SMT on delivery of the strategy

#### **Act in line with Ageing Better's principles and values**

- Complying with our policies and procedures at all times, in particular Data Protection
- Promoting and supporting open and effective collaboration across Ageing Better
- Carrying out all duties in a professional manner and in line with our values
- Undertaking any other roles or responsibilities that may be reasonably required

### **Person specification**

Criteria	Essential	Desirable	How identified & assessed
<b>Knowledge / skills</b>			
Knowledge and understanding of ageing issues	✓		Interview
Excellent communication and influencing skills, including written and presentation	✓		Interview
Strategic thinking and ability to spot and assess emerging issues	✓		Interview
Excellent project management, organisational and prioritisation skills	✓		Application / interview
An understanding of the policy context	✓		Application / interview
Highly developed facilitation skills		✓	Interview/ assessment
Highly developed analytical skills		✓	Interview/ assessment
Familiarity with a variety of strategy techniques		✓	Interview/ assessment
<b>Experience</b>			
Track record of leading strategy projects	✓		Application/ interview
Experience of initiating and managing new projects and activities, including budgets	✓		Application/ interview

Experience of managing multiple and varied pieces of work, with different timelines and goals	✓		Application/ interview
Experience of involving people with lived experience	✓		Application/ interview
Experience of strategic planning in either a public, private or third sector organisation	✓		Application/ interview
Experience of policy development in either a public, private or third sector organisation	✓		Application/ interview

Personal qualities			
Commitment to Ageing Better's mission and principles	✓		Interview
Collaborative approach and ability to build effective relationships with a wide range of people	✓		Interview
Ability to take initiative and be creative in solving problems	✓		Interview
Ability to work independently and collaboratively as part of a small team	✓		Interview