



job pack

Executive Director

(part-time)



Executive Director (part-time)

We are looking for someone to bring strategic leadership to Crossfields Institute. You will use your vision and experience to head up the staff team and work with trustees in taking the organisation into the next phase.

What we do

Crossfields Institute is a registered charity that was founded in 2007 with the aim of enabling education providers with a holistic and integrative approach to improve the quality of what they do and to offer certification to students.

We now have three distinct areas of activity that are collectively known as the Crossfields Institute Group: Firstly, we are an Ofqual regulated Awarding Organisation offering a range of certification options to education providers in the UK and abroad. Secondly, we develop and deliver educational programmes at both post-graduate level and for 14–19-year-olds. Thirdly, our branch in Copenhagen, Crossfields Europa, offers consultancy and coaching to organisations and individuals globally.

As an organisation we are on an action research journey to discover what a holistic and integrative approach to education means in practice. We invite those with whom we collaborate to join us in this ongoing inquiry.

Vision and Philosophy

Crossfields Institute is a vision-based organisation. Our belief is that education, if used in the right way, has the power and potential to be a force for positive change in the world.

We see education as a transformative journey that is as much about the path as the destination. We question the values of an education driven by the bottom line with an overemphasis on measurable and quantifiable outcomes. We promote an approach to education that encourages a spirit of enquiry, cultivating openness and unknowing as well as acquiring knowledge and skills. We believe in the importance of finding and nurturing passion, interest and a sense of purpose, and about developing capacities to participate meaningfully in the world.

Crossfields Institute works towards this vision in the UK and beyond, particularly through the activities of its Ofqual regulated Awarding Organisation, which constitutes most of our income. Any surplus created goes towards achieving our other charitable objectives.

How we work

We have a Board of Trustees who are responsible for governance and oversight of our work. They are supportive of the executive but are not involved in operational decision making or activities. Trustees provide invaluable strategic and networking support, as well as ensuring our operations are compliant with all relevant bodies.

Internally, we have always worked to develop our staff and empower individuals to manage themselves in their work. Our current CEO has worked over the last year to develop a highly-motivated Core Leadership Team. With this in place, we are confident that the leadership role can be sustained on a part time basis, coordinating activities between the Core Leadership Team and Trustees.

The role

Crossfields Institute's Trustees are seeking to appoint a part-time Executive Director who will bring strategic leadership to the charity and oversee implementation by the Core Leadership Team. We are looking for someone who can lead our highly-motivated team.

We're seeking an educational leader who can bring a high level of strategic and financial capability to develop the charity in line with its vision. This is a key role to grow Crossfields' work, and will report to the Board of Trustees.

Responsibilities include the following:

- Lead on strategic planning with the Board of Trustees
- Ensure the strategy is implemented through working with the Core Leadership Team
- Provide accountability to and support for the Board of Trustees
- Ensure compliance with the organisation's constitutional, regulatory and legal obligations (Charity Commission, Ofqual)
- Oversee the financial wellbeing of the organisation
- Embody a person-centred and collaborative approach, aligned with the culture of the Institute
- Lead and guide the Core Leadership Team to develop and implement good practice, quality management and an organisational commitment to excellence

Required skills, qualities and experience:

- A passion for holistic and transformative education
- Strategic leadership; able to develop a strategy to create a financially sound and purpose driven organisation

- A collaborative approach – able to work effectively across the organisation and navigate ambiguity in emergent processes
- Excellent written and oral communication skills including ability to present complex information in a concise and accessible way
- Experience of working in a range of educational settings
- Personal resilience, self-reflection and continual learning and development
- A willingness to embrace Crossfields Institute’s vision and values, and the ability to demonstrate to the board the desire and ability to maintain what makes the charity unique

Desired skills, qualities and experience:

- Experience of operating strategically as a senior leader in a non-profit organisation of similar size and complexity
- Experience of the operation of charitable organisations including leadership, governance and accountability
- Experience of building networks, business development, and/or fundraising

We are keen to have discussions with a broad range of applicants, so if you are someone looking for an interesting challenge, we would welcome your application.

- Part-time contract – negotiable (2 – 3 days per week)
- Salary – negotiable in the range £40k-50k pro-rata depending on experience

Crossfields Institute is an equal opportunities employer.

We encourage you to call for an informal chat with one of our trustees. Please email Judy Foster on judysfoster@aol.com to arrange a mutually convenient time.

Applications close on the **23rd January 2023**.

To apply, please send CV and cover letter to
lou.doliczny@crossfieldsinstitute.com