

The Mary Ward Settlement

Overview

The Warden of the Mary Ward Settlement (Mary Ward) is the Chief Executive of the charity and has overall responsibility for the Mary Ward Education Centre, the Mary Ward Legal Centre and the Blackfriars Settlement, which make up the Settlement. Due to the current Warden retiring in 2023, Mary Ward is looking for an exceptional person to replace her.

Mary Ward is a medium sized multi-service charity founded in 1895, focused on supporting the efforts and achievements of people in the communities it serves through adult education, access to welfare and social justice and community services. Mary Ward's work is focused on empowering people to enrich and transform their lives, in a welcoming and inclusive atmosphere. The Education Centre is one of just nine Institutes for Adult Learning in England, whose aim is to offer the widest access to education and learning at every stage of life.

At a time of great need, our services are expanding. This is a unique opportunity to bring your skills and experience to a vibrant organisation with a diverse and professional team. Each year, over 5000 people, including the most disadvantaged – isolated and elderly Londoners; people with severe and enduring mental health conditions; those with disabilities and long-term health conditions, and those on low-incomes - come to the Mary Ward Education Centre, Mary Ward Legal Centre and Blackfriars Settlements to use our education, legal and community services.

We currently work from three sites. The Education Centre and Legal Services are based in two different sites in Holborn, Camden and the Community Provision operates from Blackfriars, Southwark. In 2023, the Education Centre, and the majority of the Legal Advice work, will move to a new centre in Stratford, Newham, an area of great need, much of it unmet. We will retain the centre in Blackfriars where the service there is well embedded into the local community. As part of this move, we are looking to expand and diversify our services to meet both local, London wide and regional needs.

The person we are looking for

This is a role for someone who has the track record of delivering exemplary services and can bring energy and excitement to the leadership of the organisation at a time of great change. Although your background is as a senior leader in education, you also have experience in managing multi faceted operations and an empathy for community services across a number of different areas. You will also have strong business skills and the ability to seek, assess and implement new opportunities.

You are driven by clear values and a determination to promote high quality services. You have excellent listening skills and are able to maintain and build strong teams, working with colleagues at all levels including the Board.

Funding and Income

In 2021, Mary Ward had an income of £5.3 million of which 70% supported education provision and 30% of which supported legal and community provision.

Major funders include the GLA, Legal Aid Agency, the Monday and Pensions Services and the London Borough of Camden. The organisation also relies on fundraising with trusts and tenders, which is carried out by the SMT including the Warden. Thus the Warden plays a key role in developing and maintaining exceptional relationships with key partners and funders.

Diversity and equality

Mary Ward Settlement provides services to disadvantaged people of all backgrounds. Equality of opportunity is at the heart of the organisation's practice and policy. 26% of our students identified themselves as being from a black or minority ethnic (BME) group. 76% were female. 6% were under 25 and 30% were over 60, underscoring the life-long learning opportunities offered by the Centre. With the Legal Centre, over 40 per cent of the people we help report having a disability and/or long-term health condition and over 60 per cent are from Black and minority ethnic backgrounds.

We are committed to eliminating unlawful discrimination and promoting equality and diversity within our policies, practices and procedures. This applies to our professional dealings with clients, all staff (including all volunteers), other service providers, experts and third parties.

Thus we recognise that diversity of leadership is vital if we are to operate with excellence. We actively encourage applications from people from BAME backgrounds, disabled people, people with experience of disadvantage and people with different perspectives, life experiences and backgrounds.

We offer excellent terms and conditions, flexible working and 35 days annual leave.

Job Description

Job Title:	Warden
Hours:	35 hours per week with some evening and weekend working
Reporting to:	Chair of the Board
Direct Reports:	Director of Adult & Community Education, Head of Finance & Resources, Director of the Legal Centre, Director of the Blackfriars Settlement

Purpose of the Post

To lead the Mary Ward Settlement in pursuit of its strategic aims and objectives, working closely with the Board of Trustees, SMT, staff and volunteers to provide exemplar services for students and all service users.

To actively work towards plans and strategies to ensure that MWS has a flourishing future.

To ensure that all activities reflect the organisation's ethos and values.

Duties & Responsibilities

- To develop and recommend strategies to the Board to meet the five year plan.
- To be responsible for a high performing senior management team, encouraging mutual support and respect.
- To secure the institutional culture of MWS whereby students and other service users feel that this is a place of value to them, and feel welcome and included.
- To create the space to hear from present and potential service users such that their needs and those of their communities, current and future, are recognised and understood.
- To provide creative solutions to issues and problems, ensuring that the organisation's SMT and, where appropriate, colleagues and trustees are consulted and on board.
- To oversee the financial management and systems, ensuring that the organisation remains financial viable and that meticulous and appropriate financial reports are submitted in a timely fashion.
- To maintain an up-to-date knowledge of relevant changes in the law, policies or funding requirements ensuring that Mary Ward is fully compliant.
- To ensure that the organisation's policies are kept up to date, appropriate and adhered to.
- To empower the SMT and other colleagues, where appropriate, to feedback suggestions for improvements and take initiatives to meet Mary Ward's goals.
- To develop and maintain excellent relationships with key partners, stakeholders and funders, taking every opportunity to understand their goals and needs.
- To continue the rapport with the other Institutes of Adult Education, promoting partnership working.

- To develop, recommend and implement an income generation strategy, where appropriate, taking a lead in applications and tenders as well as developing new income streams.
- To work with the Marketing and Communications Committee to raise the profile of Mary Ward with key audiences.
- To ensure that all services, whether education, legal or community, strive to be exemplary.
- To lead on embedding the values and ethos of Mary Ward including diversity and equality.
- To represent Mary Ward externally when required.
- To work closely with the Chair, Board and its committees to maximise the positive contribution to Mary Ward,
- Develop, recommend and implement an HR strategy including colleagues' development and succession planning.
- To ensure that safeguarding is embedded on all services.
- To undertake other duties as may be identified and which are generally compatible with the functions of the post.

Person Specification

a. Knowledge and Experience

Attribute	Essential/Desirable
A record of inspiring leadership with a commitment of building strong and inclusive teams and culture across an organisation	E
Experience of successful management of Adult, Further or Higher Education at a strategic level.	E
Knowledge of developing and working in partnership with key external bodies and partners	E
Evidence of supporting staff in all roles so that they are able to perform their roles to a high standard	E
Demonstrable evidence in successfully applying for grants, tenders and donations.	E
Knowledge of managing multiple resources and financial planning and control.	E
Successful track record of developing services (including curriculum provision) based on the needs of service users and other stakeholders.	E
Experience in developing strategic plans and related risk analysis.	E
Ability to identify, assess and implement new income streams.	E
Awareness of the issues facing the education sector.	E
Experience of leading a multi disciplinary organisation on multiple sites.	D
Proven track record of managing change.	D
A track record of delivering continuing quality improvement	D
Knowledge of developing an outcomes driven ethos.	D
Experience of working with Boards.	D
Practical knowledge of marketing and PR	D
IT literate	D

Person Specification

b. Personal Attributes

Attribute	Essential/Desirable
Enthusiastic and passionate about all aspects of Mary Ward's work	E
Approachable and empathetic	E
Strongly resilient and able to work under pressure	E
Able to inspire including the ability to articulate strategic thought and vision to motivate others	E
Committed to Mary Ward's values and ethos.	E
Personal integrity and honesty	E
Excellent listening skills	E
Good verbal and written skills	E
Flexible and adaptable approach.	E
Good analytical, problem solving and negotiating skills	E
Commitment to collaboration and partnership working.	E
Affinity with serving local communities and providing services for them, particularly for underrepresented and marginalised groups.	E
Creative thinker	D
Empowerment management style; non hierarchical	D
Ability to cope with change and ambiguity	D
Willingness to 'muck in'	D