### Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

#### 1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference:</th>
<th>14410</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Online Learning Fellow (Centre Manager), Centre for Voluntary Leadership (CVSL)</td>
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<tr>
<td>Reports to:</td>
<td>Director of CVSL</td>
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<tr>
<td>Salary:</td>
<td>£32,548 to £39,992</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade:</td>
<td>AC2/AC3</td>
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<tr>
<td>Duration of Post:</td>
<td>1 Year Fixed Term Contract</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>Midday on 23rd March 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Electronic</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

We are looking to appoint an **Online Learning Fellow (Centre Manager)** in the Centre for Voluntary Sector Leadership in The Open University Business School. This is a new centre of academic excellence established in 2015 with a generous philanthropic gift from Mr Anthony Nutt. The Centre provides UK voluntary sector organisations with access to free leadership development and research-led insight which will inform practice and help strengthen the core of the sector at a time of unprecedented uncertainty and challenge. It is one of five research centres in the Business School, two of which are led by the Department for Public Leadership and Social Enterprise (PuLSE). The successful candidate will therefore be joining the Department and the School at a period of major growth and development.

The focus of the post is to support the Centre Director, Dr James Rees, as well as the other team members, and to coordinate and develop the diverse agenda of the centre in its core work on research, online educational resource development, and local and national engagement with the voluntary sector and its diverse stakeholders. You will be expected to work closely with Dr Rees and CVSL Chair and Associate Dean for Research Prof. Siv Vangen to identify and pursue promising new opportunities for digital education partnerships and external engagement including considering and enhancing the Centre’s societal impact.

**The Centre for Voluntary Sector Leadership (CVSL)**

The Centre for Voluntary Sector Leadership is a new centre established with a generous philanthropic gift from an OU Alumnus. The Centre provides voluntary sector organisations with access to free leadership development modules and research-led insight to help strengthen the core of the sector at a time of unprecedented uncertainty and challenge. The centre builds on existing specialist research expertise and capability in the voluntary sector, public leadership and social enterprise to:

- establish The Open University Business School as a trusted source of expertise in leadership development thinking for the voluntary sector in the UK.
- lead on new areas of research where there are significant leadership knowledge and solutions-based gaps.
- provide free and flexible leadership development opportunities that meet the priority needs of the sector.
- ensure that all best practice and new thinking is disseminated as effectively as possible.

The Centre is directed by Dr James Rees working closely with CVSL Chair Professor Siv Vangen.

**Centre Manager/Online Fellow responsibilities**

(i) Effectively coordinate and manage the activities of the Centre as required by the team and the Director of CVSL.

(ii) Work with the academic staff and others to ensure the effective development of the Centre’s agenda of research, online and open educational development and public engagement.

(iii) Work with the academic staff and others to ensure that the CVSL is adequately and appropriately supported,

(iv) Work with the academic staff and others supporting the development of engagement activities in relation to the Centre for Voluntary Leadership, nationally and locally in Milton Keynes

(v) Work with internal and external stakeholders to develop CVSL’s offer of open educational resources (MOOCs/BOCs)

(vi) Work with the academic staff and others to develop and deliver a marketing and communications strategy for the Centre, working closely with FBL and OU communications teams.

(vii) Work with the academic staff and others to help secure long term external funding for the
provision of the Centre

(viii) Act as the primary link between internal and external stakeholders, the Faculty administration and other areas of the University and outside organisations

(ix) Represent the Centre as necessary by providing written reports, and where necessary attending meetings inside and outside the Faculty, and feeding back to other centre members.

Project Governance and Quality Enhancement

(x) Develop and maintain external partnerships and relationships in line with CVSL’s agenda on education and engagement.

(xi) Develop management information where necessary and document impact activities of the Centre.

(xii) Work with the team and Centre Director to identify new opportunities, funding relationships and internal and external partnerships.

Financial Management

(xiii) Manage implementation of allocated budgets.

(xiv) Provision of relevant budgetary information to the Centre.

(xv) Prepare resource forecasts and bids related to activities.

Other Duties

(xvi) Participate in appropriate self-development activities.

Such other appropriate duties as directed by the Head of School.

3. Person specification

Education, qualifications and training

Essential:  
- A first degree in any subject, or equivalent background education, or work experience at a comparable level;
- ECDL or equivalent ICT skills, a commitment to developing existing ICT skills and a willingness to learn about IT systems

Desirable:  
- A project management qualification
- Experience of online course preparation and development
- A higher qualification at Masters or PhD, or equivalent qualifications or experience.

Knowledge, work and other relevant experience

Essential:  
- Directly relevant work experience that demonstrates transferable skills such as in an administrative, managerial or education development role;
- A working knowledge of the voluntary sector, and understanding of its context, challenges and constraints
- Experience of management and/or digital learning development in higher education
Desirable:

- Experience of working in a changing environment;

Personal abilities and qualities

Essential:

- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict;
- Ability to be diplomatic and tactful and act professionally at all times.
- Ability to build enduring professional relationships and manage expectations;
- Ability to work with and prepare budget management information;
- Ability to develop and implement a marketing and communications strategy (working with the FBL external engagement team);
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints;
- Excellent oral and written communication skills, including the ability to disseminate information effectively to a wide range of audiences and external stakeholders;
- Effective team-working and interpersonal skills, including the ability to work pro-actively and independently, to work flexibly across boundaries and to demonstrate commitment to Diversity principles and practice;
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.

Additional requirements/Special circumstances

Essential:

4. Role specific requirements e.g. Shift working

None

5. About the unit/department

Faculty of Business and Law

The Faculty of Business and Law is one of the four faculties of The Open University. It brings together two Schools – The Open University Business School and The Open University Law School – and has a strong reputation as a high-quality and innovative provider of management and legal education. Our courses and qualifications are studied by a wide range of people from all backgrounds – we are proud to promote opportunity and social justice by making higher education open to those unable to attend a more traditional
campus-based university.

Student satisfaction is a high priority and we are determined to deliver the best outcomes for everyone studying with us. Our students return some of the highest satisfaction scores in the National Student Survey – they have ever since the NSS began.

Around 35,000 students are currently enrolled on our business, management and law programmes; about quarter of them are based outside the UK in 80 countries. The majority of our students are employed and study part-time with us.

The Faculty employs around 130 academic staff, two thirds of whom are based at The Open University’s Milton Keynes campus and one third in the OU’s regional offices, aligned to the Faculty’s three Student Support Teams. The regional academics manage the Faculty’s 700 Associate Lecturers. Around 80 academic-related and administrative members of staff support the Faculty.

We are committed to developing our staff to achieve their full potential and offer a range of formal and informal training and development opportunities to support individual and Faculty objectives.

The Open University Business School

Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. We are recognised for the quality of our programmes, the excellence of our teaching and the impact of our research. The School is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA. We are also a member of the Global Business School Network – an organisation working with top international business schools to build management education capacity in the developing world.

The School has four cross-disciplinary academic departments: Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise. Each department includes academics, visiting experts, research staff and postgraduate students. The result is a dynamic, collaborative approach to research and programme development that is engaged with the needs of commercial, public and third sectors in the UK and internationally.

Research within the Business School combines intellectual rigour and innovation with practical relevance. Its academics have substantial experience working jointly with organisations in all sectors of the economy and directing their findings to influence management thinking and practice. There is an active PhD programme with around 30 PhD students. Since first entering the Research Assessment Exercise (RAE) in 1996, The Open University Business School has increased its research capability significantly, with external awards from Economic and Social Research Council, Engineering and Physical Sciences Research Council, Design Council, European Union, the private sector and internal sources. The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy.

The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes. We also make a considerable amount of learning material available for free through The Open University’s own open educational resources platform OpenLearn and popular social media such as iTunesU and YouTube, and as part of FutureLearn – an (Open University owned) international university collaboration to bring online learning to a global audience.

Further information about The Open University Business School can be found at:
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Dr James Rees by email james.rees@open.ac.uk

If you have any questions regarding the application process please contact by email fbl-recruitment@open.ac.uk

7. The application process and where to send completed applications

| How to Apply: | Complete the (short) application form  
The application form has been designed to give the information needed at this initial stage.  

**Covering letter**  
Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification.  

Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.  

Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.  

**Curriculum Vitae (CV)**  
Please enclose an up to date CV with your application for employment. Please remove any information from your CV that might give an indication of your race, religion or belief, or sexual orientation, as these details are irrelevant to your application.  

Decisions about short listing will be based solely on the information you provide on your application form and covering letter. |
| --- | --- |
| e-mail your application to: Please ensure that your application reaches the University by: | Your completed application should be returned electronically to fbl-recruitment@open.ac.uk  
**Midday on 23rd March 2018**  
Applications received after the closing date will not be accepted. |
### 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interviews will take place on:</th>
<th>Interviews are planned for <strong>16th April 2018</strong> at Milton Keynes but this date may be changed if operationally required. Please also note that occasionally there may be a need for second interview.</th>
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<tbody>
<tr>
<td>The selection process for this post will include</td>
<td>Presentation and Formal Interview</td>
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</table>

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.