



Aspiring Heads C.I.C.

Community & Engagement Lead

Job Description

Aug 2025

01 INTRODUCTION

Aspiring Heads (AH) is a pioneering social enterprise committed to transforming educational leadership by dismantling racial barriers and increasing the representation of Black and Global Majority educators in leadership roles. Through our flagship programmes and a supportive community, we empower educators with the knowledge, skills, and networks needed to progress confidently into leadership, creating inclusive and inspiring learning environments for all children.

We believe that by investing in individuals, we are driving systemic change, shaping schools, communities, and ultimately society.

This is a unique opportunity to join a purpose-driven organisation at a pivotal moment in its growth.



Key Details

Part-Time: 16 hours per week (approx. 2 days)

Salary: £12,570 annually, based on £15/hour (above the London Living Wage)

Reports to: Managing Director

Location: Remote/Hybrid (London preferred for occasional in-person events)

Desired Start: September 2025



02 **ROLE SUMMARY**

As a central steward of learner engagement across AH's leadership development programmes and alumni community, you will act as the heart of our learner experience. Working in close partnership with the Managing Director, you will:

Learner Communications & Community Building

- Serve as a primary touchpoint for participants, responding to queries, following up on needs, and creating welcoming, proactive support.
- Foster vibrant peer-to-peer interaction across programme platforms, encouraging connection not only through learning tools but via networking, accountability groups, and alumni engagement.

Programme Operations & Follow-Up

- Coordinate delivery of live events, alumni masterclasses, and accountability group sessions, including coach-up support calls and follow-ups with participants who may need additional encouragement or support to stay on track.
- Liaise with facilitators and instructors to confirm commitments and ensure resources are up-to-date and relevant.

AH Representative - High-Care, High-Accountability Culture

- Build meaningful relationships with learners, offering empathetic support and making informed referrals, whether to internal mentors, coaching, or peer support as needed.
- Model AH's values in all interactions and create a culture where learners feel both supported and empowered to take ownership of their journey.

Continuous Improvement through Insight & Feedback

- Monitor learner engagement and progress data.
- Gather learner feedback via surveys, evaluation tools and insights to inform programme refinement and impact evaluation.

Managing Director Support

You'll have the benefit of guided partnership with the Managing Director, who will provide:

- Strategic oversight to help shape your priorities, workflow, and impact.
- Technical support, including LMS content delivery, learner data analytics, and platform management.

03 ABOUT YOU

You are an organised, relationship-driven professional who thrives in learner-centred environments. You are equally comfortable managing logistics and nurturing meaningful connections, and you are motivated by racial equity and educational justice.

Essential Skills & Experience

- Strong organisational and digital communication skills; using Zoom, WhatsApp, Google Workspace.
- Confidence in co-hosting online sessions and engaging with diverse learner groups.
- Experience in programme coordination or community engagement.
- Commitment to equity, inclusion, and the professional development of educators.

Desirable

- Experience using learning management systems.
- Background in education, youth development, or leadership training.
- Understanding of the challenges facing Black and Global Majority educators.

Support, Growth & Benefits

This is a well-supported role designed to foster professional growth while offering meaningful flexibility and purpose-driven work. You will benefit from:

- **Mentoring & Coaching:** Access to internal coaching and mentoring to support your development in programme delivery and community engagement.
- **Regular Reflection & Feedback:** Ongoing guidance and feedback from the Managing Director to strengthen your autonomy and leadership presence over time.
- **Flexible Working:** Remote-first working model with occasional in-person requirements (London-based preferred).
- **Equity-Centred Community:** Join an inspiring network of educators and changemakers committed to racial equity in education.
- **Mission-Driven Impact:** Play an active role in building a more representative, just, and connected education system.

04 TO APPLY

Please complete the online application form [HERE](#) by Saturday 23rd August 2025.

The form will ask you to upload your CV and provide a short written supporting statement outlining your suitability for the role.

We are reviewing applications on a rolling basis and may close the vacancy early if a suitable candidate is identified, so we encourage early submissions.

If you have any queries, please email us at jobs@aspiringheads.com

