



Post Title: Enrichment Services Lead

Grade: J

Job Purpose

To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

To lead the strategic development, coordination and monitoring of enrichment opportunities for children and young people across the city, ensuring equitable access and demonstrable impact on outcomes, particularly for those affected by poverty and disadvantage.

The postholder will build on the Enrichment Opportunities Project within the Anti-Poverty Programme and the city-wide audit of enrichment provision, providing oversight of enrichment delivered through schools, partners (including the Music Hub) and community-based activity. They will lead the implementation, ongoing development and evaluation of the Pupil Leadership Programme, embedding pupil voice and leadership within the enrichment offer.

Working collaboratively with Education and School Improvement and wider education and children's services, the role will ensure enrichment activity is coherent, inclusive and aligned to wider priorities for improved attendance, engagement, wellbeing and achievement for children and young people across the city.

Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

Specific Duties



1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
3. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
4. Strategic Leadership of Enrichment -Lead the strategic development and coordination of enrichment opportunities for children and young people across the city, ensuring alignment with the Anti-Poverty Programme, education priorities and wider children's services strategies.
5. City-wide Oversight and Monitoring -Maintain oversight of enrichment provision delivered through schools, commissioned partners (including the Music Hub) and community-based providers, monitoring quality, reach, equity and impact.
6. Delivery of Enrichment Opportunities- Build on and embed the outcomes of the Enrichment Opportunities Project and associated city-wide audit, translating findings into sustainable improvement actions and clear delivery plans.
7. Pupil Leadership Programme- Lead the implementation, ongoing development and evaluation of the city's Pupil Leadership Programme, ensuring meaningful pupil voice, leadership opportunities and inclusive participation.
8. Equality, Access and Inclusion -ensure enrichment provision is inclusive and accessible, with a specific focus on reducing barriers for children and young people experiencing poverty, disadvantage, SEND or other vulnerabilities
9. Partnership and Stakeholder Management- Develop and maintain effective partnerships with schools, education settings, voluntary and community sector organisations, cultural partners and regional or national bodies to strengthen enrichment offer.
10. Cross-Service Collaboration- Work collaboratively with Inclusion, School Improvement, Attendance, SEND and other education and children's services teams to ensure enrichment activity supports improved attendance, engagement, wellbeing and attainment. This includes ensuring compliance with the expectations and duties set out in Keeping Children Safe in Education.
11. Performance, Impact and Evaluation- Establish and monitor performance measures to demonstrate the impact of enrichment on outcomes for children and young people, using evidence to inform continuous improvement and strategic decision-making.
12. Governance, Reporting and Accountability- Prepare high-quality reports, briefings and updates for senior leaders, boards and elected members, providing assurance on delivery, impact, risks and future priorities.
13. Resource and Financial Oversight -Support effective use of resources linked to enrichment activity, contributing to financial planning, commissioning decisions and value-for-money assessments to ensure sustainable delivery.

Numbers and grades of any staff supervised by the post holder:

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by: Alys Finch- Director of School Improvement

Date: May 2026



Person Specification:

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	AC	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation, with experience of; - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Commercially aware with strong analytical skills - Awareness of key issues in your market and for the city of Nottingham	✓	✓	
Leading People	Evidence of successfully leading teams, with experience of; - Motivating people and creating high performing services - Empowering others to take decisions - Successfully managing wellbeing and resilience - Ability to plan for the future, with effective workforce planning skills	✓	✓	
Change and Innovation	Able to lead service through change, with experience of - Evidence of leading change programmes, bringing others on the journey with you. - Identifying and delivering innovative service delivery models - Able to create a culture of continuous improvement	✓	✓	
Collaboration	A collaborative leader, with evidence of - successfully in partnership across different sectors and fostering / harnessing partnerships. - Able to develop a culture of collaboration. - Political acumen and able to develop productive relationships with senior figures within an organisation	✓	✓	
Equality, Diversity and Inclusion	A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of: - Delivery of inclusive services, understanding the challenges faced and how they can be overcome. - Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity.	✓	✓	



	- Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	Knowledge of the Education and Children's Services landscape, including schools, inclusion, SEND, attendance, school improvement and community-based provision.	✓	✓	
	Understanding of enrichment and extended learning provision, including cultural, creative, sporting, leadership and community enrichment, and their impact on engagement, wellbeing and attainment.	✓	✓	
	Knowledge of poverty, disadvantage and inequality, and how these affect children and young people's access to opportunities, with the ability to apply anti-poverty principles in service design and delivery.	✓	✓	
	Knowledge of partnership working and commissioning environments, including voluntary and community sector organisations, cultural partners and publicly funded services (e.g. Music Hubs).	✓	✓	
	Understanding of governance, accountability and reporting requirements within a local authority or public-sector setting.	✓	✓	
	Financial awareness, including budget monitoring, value-for-money considerations and contribution to financial modelling and sustainability planning.	✓	✓	
	Strong written and verbal communication skills, including the ability to produce reports, briefings and presentations for senior leaders, elected members and multi-agency partners.	✓	✓	
	Full UK driving licence and access car insured for business use	✓		✓
	Demonstrates strong leadership in safeguarding practice by ensuring that all team members understand and comply with safeguarding principles and procedures relating to children and vulnerable adults. Able to identify and escalate potential signs of abuse or neglect and ensures appropriate action is taken in line with the Nottingham City Council Safeguarding Policy and <i>Keeping Children Safe in Education</i> . Embeds a proactive safeguarding culture within the team by promoting professional curiosity, providing	✓	✓	

*This template is to be used for grades NCC-I up to NCC-K inclusively



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	guidance, and ensuring that the welfare and protection of children and vulnerable adults are prioritised in all service delivery.				
	Undertake other duties within the general scope of the post.		✓		
	Ability and willingness to travel both inside and outside the council area as required		✓		
	Ability and willingness to travel both inside and outside the council area as required		✓		
	In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		✓		✓
	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness		✓		
Qualification requirement	Evidence of relevant experience, training and any relevant qualifications for the post		✓		✓
A - Application	AC – Assessment Centre	D - Documentary Evidence			