

# Recruitment Pack

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JOB ROLE: EDUCATION DEVELOPMENT MANAGER

June 2020

**'We are an award winning training provider bringing life changing expert support to individuals and businesses'**

Finchale has 80 successful years of supporting local communities to make positive changes to their lives. The charity is a specialist in providing education, training, employment and welfare support services to veterans, those in military service and their families and individuals with multiple barriers to social inclusion.

In 2019 the charity began to deliver these services to a wider market including young people through an alternative education offer. From Summer 2020 the charity will be delivering a range of Apprenticeships and a full prospectus of professional training courses including Strategic Leadership and Management. These are aimed at individuals seeking career development and businesses seeking to improve their workforce development offer.

Delivered by an expert team of specialist Vocational Tutors, Wellbeing Coaches and Case Managers who collaborate with clients to identify their needs and provide one to one tailored support alongside our lived experience Volunteer Mentor Team. Designed with the client in mind the provision is uniquely tailored to each individual and includes our integrated wraparound health and wellbeing programme.

<b>Vision:</b> Enabling people to make positive and lasting life changes for a brighter future					
<b>Mission:</b> To deliver effective and responsible services enabling clients to reach their full potential through a personalised journey of development. Providing them with wraparound, integrated one-to-one support and coaching giving them access to the right training, employment and enterprise opportunities at the right time.					
<b>Our Aim:</b> To provide meaningful and impactful training, enterprise, well-being and employment support and opportunities for all our clients.					
<b>Our Values</b>	<b>Community Focused</b>	<b>Customer Driven</b>	<b>Trusted</b>	<b>Determined</b>	<b>Respectful</b>
<b>Our Priority Areas &amp; Ambitions</b>	<b>Education &amp; Training</b> Blended curriculum portfolio reflecting the needs of learners and employers		<b>Employment</b> Expand employability base and strategic partnerships becoming a recognised and trusted provider		<b>Enterprise</b> Maintain and expand the 'Sparks' business and enterprise initiative
	←		Health and Wellbeing		→
<b>Service Offers</b>	<b>Finchale AFC</b> Supporting the armed forces community (AFC) in service, in transition and beyond	<b>Finchale Advance</b> Giving our young people a head start in the labour market	<b>Finchale Growth</b> Providing everyone with the opportunity to get back on track		<b>Finchale Sparks</b> Support and guidance for business and budding entrepreneurs
<b>Social Value</b>	<b>Sustainable Employment</b>		<b>Supporting Enterprise</b>		<b>Health &amp; Wellbeing</b>

## Key Achievements

Employability & Skills Development	Health and Wellbeing
 We've supported <b>91%</b> of our clients into employment <b>85%</b> of these are full time roles	 <b>53%</b> tell us their <b>physical health and wellbeing</b> has improved
 <b>66%</b> of our clients have gained a new skill or qualification	 <b>69%</b> tell us that their <b>mental health and wellbeing</b> has improved
<b>Enterprise and Growth</b>	 <b>86%</b> tell us that they have <b>more self esteem</b>
 We supported <b>52</b> people to think about <b>enterprise</b> as an <b>employment option</b>	 <b>74%</b> tell us they feel <b>more socially included</b>
 Supported <b>40</b> individuals to be <b>enterprise ready</b>	
 We oversaw the creation of <b>15 new enterprises</b>	<b>Helping people to make positive decisions</b>
 Creating the equivalent of <b>4.2 full time jobs</b>	 <b>88%</b> of our clients tell us we've helped them to make a <b>positive</b> decision about their <b>future</b>

## Future Plans

The current development strategy will see Finchale give a nod to its history with the acquisition of premises to grow a Construction Skills Academy. As a registered apprenticeship training provider, the charity has firm roots and a long reputation of providing quality training in construction multi-skills.

We will provide high quality training for businesses and individuals through a combination of apprenticeship provision, 16-19 delivery, career transition support for those leaving the military and a value for money commercial training offer. Currently the Construction Skills Academy development is planned for July 2020.

**Job Title:** Education Development Manager

**Reports to:** Executive Director

**Salary:** £35,000

**Terms:** Permanent

**Location:** Richard Annand VC House, Unit 18 Mandale Park,  
Belmont Industrial Estate, Durham, DH1 1TH

**Pension scheme:** Finchale Group operates a 5% employer contributory pension scheme

## **Job Summary**

The Education Development Manager will lead on the growth of Finchale Commercial Training offer including but not exclusive to: Apprenticeships, Alternative Education and the Construction Skills Academy. They will provide HR Support and work with the Leadership Team to implement, track and manage an ongoing workforce learning and development strategy.

## **Role Profile**

### **Duties and Responsibilities**

- To lead on the growth and development of new and existing commercial training activities.
- Provide HR Support including the design, implementation and management of an ongoing workforce learning and development strategy.
- Maintain up to date knowledge of education/training methods and techniques, industry developments and target sector requirements

### **Business Development**

- Expand income streams from commercial education and training opportunities through identification of opportunities with new and existing clients
- Lead on the development of the Construction Skills Academy and associated provision
- Work with the Business Development Team to identify gaps and trends in the Finchale target marketplace and design and develop products/services to meet internal/external client needs where a commercial opportunity is identified

### **Leadership**

- Manage the planning, design and implementation/delivery of training and development requirements to support the strategic plan, ensure staff have the necessary skills to meet their objectives, continuing professional development and opportunities to develop their full potential.
- Manage the education and training delivery team and external support consultants ensuring they are appropriately motivated and trained and carry out their responsibilities to the required standard.
- Lead on the set up, service delivery and ongoing management of the Construction Skills Academy
- Ensure organisational compliance in employment legislation and embed best practice across all HR policy and processes
- As a member of the leadership team contribute to the wider business strategy, quality systems and client experience

### **Public Relations and Marketing**

- Promote awareness of Finchale Group and its work and protect and enhance the reputation and profile of the organisation
- Contribute to Finchale Groups public profile and relationships
- Contribute to marketing and communication working with colleagues to share information across the available platforms and local press

### **Any other duties as commensurate with the role**

## Person Specification

	Essential	Desirable	Evidence A: Application I: Interview
Educated to Masters Level or equivalent in Leadership, Management or/and HR CIPD Qualified (or working towards)	✓		A
3+ years experience in commercial apprenticeships, recruitment, training or education sector	✓		A/I
Proven experience of setting up and running a specialist skills academy, preferably or in an equivalent trade.	✓		I
Experience of working with awarding bodies for the achievement of qualifications	✓		A/I
Proven learning and development experience, including extensive training delivery	✓		A/I
Proven people management experience, including remote management	✓		A/I
Confident and professional manner – able to develop good working relationships / ability to work in partnership with people at all levels.	✓		A/I
Highly organised and personally effective.	✓		I
Exceptional verbal and written communication skills.	✓		A/I
Excellent interpersonal skills	✓		I
An understanding of the issues affecting veterans, early service leavers and those individuals with multiple and complex barriers to employment including young people.		✓	A/I

### Additional Points to Note:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.

It's important we keep this document up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided.

This job description can be changed but only in consultation with you, your manager and if you wish, your trade union representative.