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| **Role :** | | Training Manager | | |
| Employer : | Inspire and Achieve Foundation (IAF) | | Location: | Mansfield and Ashfield (Nottinghamshire) |
| Sector: | Charity and Youth Work | |
| Duration: | Permanent | | Ref: | **IAF Training Manager** |
| Listing Date: | 28th Feb 2018 | | Closing Date: | 5.00pm on 14th March 2018 |
| Interview Date: | 21st March 2018 | | Start Date: | ASAP |

1. **INSPIRE AND ACHIEVE FOUNDATION (IAF)**

IAF is a charity that that helps young people aged 16-25, based in North Nottinghamshire. IAF inspires young people to work towards a positive future by providing mentoring, outreach activities and training that improves their motivation and employability and which helps them overcome barriers to education and employment. We work in close partnership with local organisations and IAF is hosted by West Nottinghamshire College.

1. **EMPLOYER DESCRIPTION**

The charitable objects of the Foundation are to raise the aspirations and achievements of disadvantaged young people and those not in education, employment or training by;

* Inspiring and supporting them to make positive changes in their lives,
* Inspiring and supporting them to find progression routes into education and employment, and by,
* Working in partnership with educational organisations, other third sector organisations and businesses to signpost, create and provide positive progression routes and supported activities.

For further information about the charity please visit the website: www.inspireachieve.co.uk

1. **THE APPOINTMENT**

**Short Description:**

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| This role is responsible for the development, management and successful delivery of the Princes Trust Team programme and other training related programmes run by the Inspire and Achieve Foundation. Responsibilities include line management of the associated operational staff. |

**Full Description:**

This post has been created to drive forward the development of the successful Princes Trust Team Programme, driving delivery into new geographical areas and also to build a successful portfolio of training programmes that complement IAF’s mentoring work and the Princes Trust Team Programme. The post requires a confident self-starter who has excellent strategic and relationship skills.

Attention to detail and a good working knowledge of the paperwork and quality standards required to deliver Education and Skills Agency Funded programmes is essential.

IAF currently runs 3 Princes Trust Team programmes within the year. These teams are in one location and include responsibility for a staff team of 2 people. This post will be responsible for growing provision to 9 programmes, across 3 geographical locations, and growing the staff team to 6 within the first 12 months in post.

The ideal candidate will have experience of working with, supporting and engaging, hard to reach young people on a one to one basis and in a community setting. They will have experience of managing education and training programmes for this client group and will be confident in meeting accreditation, compliance and funding requirements. They will be able to put the correct policies and procedures in place to enable activity to be delivered effectively and within health, safety and legal guidelines.

They will be able to confidently lead and make decisions within their field of operation and take a strategic approach to planning and delivery. The ability to work in a sometimes unstructured and uncertain environment and to work to tight deadlines to make things happen is crucial.

The successful candidate will also be a creative thinker and a problem solver, as they will need to find solutions to operational challenges on a daily basis. The successful candidate will also have an excellent knowledge of what makes young people ‘tick’ and will be able to instantly gain the respect of young people whilst enforcing boundaries and expectations. IAF’s client group can, at times, show very challenging behaviours so the successful candidate should have experience of, and be able to confidently deal with, challenging behaviour.

This is an exciting and challenging role for a highly motivated, dynamic and creative individual who is passionate about helping young people make positive changes in their lives. The candidate will also need to be able to successfully build relationships with the staff team, with charity and education professionals and be able to work well within both the college and charity sector. A key target within the first year in post will to be to broker numerous successful working links in new locations to ensure the successful delivery of the programme.

The post is permanent and carries a commitment of 40 hours per week. Due to the delivery nature of the role and the residential aspect of elements of the Princes Trust Team Programme, some flexible working will be required. The post holder also requires regular use of a vehicle due to the nature of the role. Enhanced DBS check will be required.

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| Salary : | competitive | No. hrs: | 40 | Working Week: | Mon – Fri on a flexible basis |

1. **THE POST**

**Main Duties and Responsibilities:**

**Key Activities:**

**Line Management of Training Team:**

* To provide regular supervision and line management for the Training team.
* To support and guide the team to recruit and assess clients, prepare individual plans and motivate service users to actively engage.
* To inspire and motivate team members to ensure an engaged and unified working culture.
* To identify learning and development needs of team members and to support them in achieving their learning requirements.
* To take a lead on performance management within the training department, utilising tools such as appraisals and implementing effective support and action plans where improvement needs are identified.

**Operations Management/Delivery:**

* To work with the Director to develop and submit funding bids when required.
* To work with the Director to agree budget expenditure for operational projects.
* To act as Delivery Partner Manager on behalf of IAF with Princes Trust, completing all reports and quality audits as required.
* To complete Internal Verification/Assessor tasks as required.
* To manage the budget expenditure agreed for operational projects, in particular, client costs, staff expenses and phone and office costs.
* To deliver projects in accordance with contract terms and conditions, developing internal strategies to aid achievement of required outcomes/outputs as required
* Overall management, planning, delivery and co-ordination of training programmes, in line with organisational targets and the annual business plan. The Training Manager has the support of the training team to complete these tasks. This includes but is not limited to:
* Recruitment and outreach
* Quality assurance
* Course content and delivery
* Staffing and resources, including the delegation of tasks and contingency planning
* Identifying need and how to best respond to that need
* To deliver IAF training activity as required
* To design paperwork and systems needed to correctly deliver projects
* To support all IAF activity as and when required

**Governance, Risk and Quality:**

* To implement and enforce policies and procedures that relate to operational delivery and to have an input, as required, on wider organisational policies and procedures.
* To ensure delivery and associated paperwork is correctly managed and compliant with legal requirements, such as safeguarding, health and safety, risk assessments, data protection, equal opportunities, and employment law.
* To uphold and abide by data protection procedures on behalf of the charity.
* To ensure Safeguarding policy and procedure is followed within training projects.
* To ensure Health and Safety policy and procedure is followed within training projects.
* To work with the Director and Trustees to maintain strong governance.
* To manage and mitigate operational risks.
* To lead on quality assurance within training projects.
* To lead on and supervise the gathering of monitoring data and feedback within training projects.
* Consistently evaluate and review training projects and their impact.

**Partnerships and Project Development:**

* Develop and maintain professional relationships and strategic partnerships with local partners such as colleges, training providers and other referral agencies.
* Attend meetings, as required, with stakeholders, partners, funders, and businesses.
* To work with the Director to identify new projects/ performance improvements as required.
* To lead on positive working relationships with employers in the local area and support staff to develop operational level linkages, such as work experience placements and suitably integrating business volunteers into delivery.

**Contract and Board Reporting:**

* Lead on the completion and submission of funding, quality and compliance paperwork for training projects.
* Maintain accurate and up to date records as required by IAF or external funding contracts. These records must be managed in line with IAF’s data protection policy.
* Lead on and supervise the completion of output/ outcome returns as required by funders and contracts.
* Manage contract performance targets and coach staff through improvements where required. Be familiar with contract performance systems~~.~~
* Maintain current systems to track the journey of each young person ensuring operations staff update tracking systems correctly.
* Work with the Director with operational planning, operational strategy, setting of operational KPI’s, and business planning, as required.
* Produce an operations report for the Trustee Board.

**General:**

* Lead on the recruitment, training and supervision of volunteers and operational staff within the Training Department and consult with the Director as appropriate.
* Present and promote an appropriate public image when representing the Foundation.
* Undertake any other duties as may reasonably be required commensurate with the post.
* Keep up to date, so far as necessary, for the efficient executing of your job, with new legislation, procedures and techniques.
* To maintain strict confidentiality and discretion at all times.

1. **CANDIDATE SPECIFICATION**

We will review your application against the criteria below when considering your suitability for the role. Only applications that clearly demonstrate, with evidence, that they meet the essential criteria will be short-listed for interview. Desirable criteria are those that enhance your capacity to do the job but can be attained once in employment.

| **You must provide evidence to demonstrate you meet the criteria within your application form to be short-listed:** | Essential  ✓ | Desirable  ✓ |
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| Skills /Knowledge/Experience: |  |  |
| Recent experience of working with young people between the age of 16-25 years who are NEET  Recent and relevant experience of delivering training programmes and a proven track record of successfully assisting young people into employment, education or other positive outcomes  Experience of developing and managing links with a range of agencies and organisations to deliver training/ community projects  Experience of delivering Education and Skills Funding Agency funded programmes  Experience of managing the delivery of, and compliance paperwork for, Education and Skills Funding Agency funded programmes  Experience of designing course content and lesson planning to meet curriculum requirements  Demonstrate you have the ability to effectively support, gain the respect of, and build trusting and positive relationships with young people.  Experience of managing the challenging behaviour of young people in a classroom/workshop setting.  Extensive knowledge of Safeguarding children and young people and experience managing such situations.  Ability to make decisions, take responsibility, and take a strategic approach to planning and delivery.  Experience of developing new, and rolling out existing training programmes  Recent and relevant line management experience  Experience of reviewing and updating policies and upholding them in the workplace  Experience of forming and maintaining positive relationships and securing/managing work experience placements with employers in the local area and businesses from a range of sectors.  Experience of managing or delivering the Princes Trust Team Programme | ✓ |  |
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| Personal Qualities: |  |  |
| Caring, charitable and empathic nature  Leadership and management skills  Problem solver and creative thinker  Good under pressure/working to tight deadlines  Team player  Able to deal with conflict  Planner/thinking ahead  Confident/Excellent communication skills  Reliable and punctual  Listen and record information accurately  Lively, engaging and enthusiastic  Open-minded and committed to equal opportunities  Flexible and adaptable/ able to work in a fluid and sometimes uncertain environment  Professional | ✓ |  |
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| Qualifications: |  |  |
| Diploma in Teaching in the Lifelong Learning Sector (G/DTLLS) OR equivalent e.g. Certificate in Education /PGCE.  Assessor A1 award  Holds a Princes Trust Team Leader Qualification  Holds a mentoring/IAG/Youth Work/ Youth Justice qualification at Level 3  Degree Level Qualification  English and Maths to at least Level 2  First Aid Qualification  Safeguarding Young People Qualification  IT Qualification/experience inc. Word/Excel/Powerpoint  Line Management/ HR qualifications | ✓  ✓ |  |
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1. **TERMS AND CONDITIONS**

* The post is permanent.
* The salary will be competitive. Please be prepared to state your current salary.
* You will be entitled to 28 daysleave (plus bank holidays).
* You will be required to work 40 hours per week on a flexible basis.
* The post holder is to be based at the Thoresby Street, West Nottinghamshire College Site, but a large proportion of work will need to be undertaken in community venues or at other venues as required.

1. **THE POSITION WITH THE ORGANISATION**

The post-holder will report directly to the Director.