# Title: Workforce Skills Manager (Projects)

**Responsible to:**  Assistant Principal, Workforce Skills and Student Support

**Reporting to:** Assistant Principal, Workforce Skills and Student Support

**Responsible for:** External Projects and Bids Coordinator, Workforce Skills Projects Teacher

**Grade:** Manager, £30k - £35k per annum (pro-rata)

**Contract Status:** Fixed term to end April 2018

**Hours of work:** 0.6 to be delivered by agreement, either three full days per week or four shorter days.

**Date:** January 2017

**Role Summary:**

1. To manage and ensure the smooth delivery of a range of programmes for unemployed and employed adults
2. To line manage two established colleagues in the Workforce Skills (Projects) team and associate colleagues as required
3. To ensure all relevant permissions, approvals and quality processes are in place prior to courses starting and at course completion

**Main duties**

1. To manage the set-up of courses funded through ESF projects or via the College’s adult education budget including agreeing units/courses to be delivered, costing income and expenditure, ensuring all approvals and permissions are in place and that appropriate teaching and Internal Verification staffing is commissioned
2. To manage the IQA process for Workforce Skills Projects, liaise with External verifiers and manage EV visits and action plans, ensure course information is correctly recorded, Internal Verification is completed and changes or issues identified and resolved, manage academic submissions for validating and awarding bodies
3. Manage student recruitment activities and ensure students have a smooth joining experience
4. Ensure students are correctly enrolled within the College and with awarding bodies, coordinating with Business Support services as appropriate
5. Maintain and coordinate course records, and collate schemes of work, lesson plans and assessment plans
6. Act as internal verifier, where appropriate, in line with college policy and co-ordinate standardisation activity
7. Pay due attention to the principles of effective learning such as ICT development, blended learning, equality & diversity, differentiation, support for students with learning difficulties and/or disabilities, incorporating British Values
8. Maintain and co-ordinate records of student progress
9. Complete regular appraisal, review and staff development activities with the team

Any other duties of a similar level of responsibility as may be required

**Additional Information**

* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and Prevent and implement these to ensure vigilance at all times.
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
* Carry out all duties with due regard to Health and Safety Regulations.
* Ensure compliance with the Financial Regulations of the College.
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 01/2017. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Workforce Skills (Projects) Manager**

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|   | **Essential** | **Desirable** | **How Assessed** |
| **Education/ Qualification and Training**  |  |
| Qualified to at least level 5 (HND) | x |   | Application and Certificate |
| Teaching qualification to level 5 | x |  | Application and Certificate |
| Qualified Assessor and Internal Verifier | x |  | Application and Certificate |
| **Experience** |  |
| Successfully leading or managing teams |  x |  | Application /Interview |
| Experience of managing training/education projects or courses in a college or private training provider | x |  | Application |
| Experience of costing training and course delivery |  | x | Interview |
| **Knowledge and awareness** |  |
| Understand all steps in the delivery process of training courses from initial planning through to successful completion | x |  | Interview |
| Ability to analyse and summarise complex information for presentation to a variety of audiences | x |   | Application /Interview |
| Hands on, detailed and proactive approach to identifying and resolving problems and dealing with issues | x |  | Application /Interview |
| **Skills**  |  |
| Highly organised, good administrator able to pay attention to detail | x |  | Interview |
| High level of IT literacy involving the ability to manipulate data across different systems | x |   | Application /Interview |
| Excellent communications and interpersonal skills  | x |   | Application /Interview |
| Commitment to team working  | x |   | Application /Interview |
| Strong personal commitment to the college | x |   | Application /Interview |
| Commitment to achieving excellence through continuous improvement | x |   | Application /Interview |
| Ability to work flexibly to meet college requirements | x |   | Application /Interview |