

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Work Related Learning Manager	Grade: PO3
Section: Education, Performance and Planning	Directorate: Children's Services
Responsible to following manager: Head of Lifelong Learning	Responsible for following staff: Senior Work Experience Coordinators SO1
Post Number/s: ED256	Last review date: New JD

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The post holder will work with the Head of Lifelong Learning and the BEST Board on devising and implementing the strategy for work related learning and enterprise.

The post-holder will design and manage the delivery of the work experience and education business links programme and ensure that the operational, health and safety and quality standards are maintained and implemented.

The post-holder will work collaboratively with the Work Based learning Manager (PO3) on a number of programmes supported by the European Social Fund (ESF).

The role involves working closely with employers, headteachers, teachers, young people, Connexions, Children's Services, statutory and voluntary organisations and collaboratively with other London boroughs.

Summary of main activities

- Manage and develop the work experience service;
- Manage and develop a team of co-ordinators responsible for the delivery of work related learning programmes;
- Actively involved in the delivery of work related learning programmes supported by the European Social Fund;
- A good understanding of other programmes delivered by Lifelong Learning, with a particular focus on promoting apprenticeships;
- Promote Equal Opportunities within Business and Education Succeeding Together (BEST);
- Ensure that health and safety issues and safeguarding issues are covered in all related learning programmes;
- Market BEST and its services to schools and employers;
- Develop the programme to ensure a quality service;
- Set and manage the budget for the work-related learning;
- Formulate bids and initiatives to increase opportunities for income generation and to expand the opportunities for Work Related Learning and Enterprise across the Council; and
- Work collaboratively with other Local Authorities.

Specific Duties and Responsibilities

- To manage and develop the work-related learning team including the negotiation and delivery of Service Level Agreements with partners.
- To set and manage the budget for work related learning.
- To work with schools and employers to identify areas in the curriculum where business support would be beneficial.
- Work with the Head of Lifelong Learning on all aspects of fundraising and contracting for funding, including: negotiating with funding organisations, writing bids, providing regular reporting, as required, and for meeting financial and output targets.
- To build and maintain an attractive and diverse range of work experience and other work-related learning opportunities. In doing so, to create and sustain a wide and growing network of employer providers who understand the benefits to of continuing support to local schools, colleges and students.

- To develop and implement a strategy for raising the profile of BEST and marketing its services to schools, employers, parents and students using a variety of media.
- To work with employers in partnership to ensure that they are aware of the aims of education business links, therefore ensuring that suitable learning experiences are established.
- To ensure that the service meets the principles of best value and that rigorous quality assurance processes are in place.
- To keep abreast of educational developments. As appropriate, collate and disseminate relevant information and good practice relating to work experience and education business links to the team, teachers, employers and council officers.
- To ensure that teachers/employers are aware of current DFE guidance for careers education and work experience and best practice models
- To monitor work experience schemes being offered by Wandsworth schools in order to maintain an overview and to ensure that the quality of the learning experience offered is at least in line with national standards.
- To prepare an annual business plan and report on work related learning for the BEST Board and contribute to the Lifelong Learning Team's Annual Report.
- To maintain networks with a range of professional organisations, including: Wandsworth Chamber of Commerce, other education business link organisations (EBLOs) and further and higher education institutions.
- To keep abreast of current developments in work related/vocational learning by undertaking appropriate training and attending relevant networks.
- To enable the underpinning aspects of the Work Experience Programme to take place; ensuring the health, safety and welfare of pupils, providing relevant legal and other advice, providing documentation (e.g. diaries) and software support, INSET and training as required, and monitoring procedures, including review and evaluation.
- To undertake any other duties commensurate with the grade and title of the post as directed by the Head of Lifelong Learning.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Team structure

For the current structure please go to The Loop.

When advertising externally please add the current team structure here and remove the sentence above.

Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge of ICT, including word processing, spreadsheets, databases and presentation packages.	A/I
Knowledge of the underpinning principles and practice of a range of education business partnership programmes.	A/I
Excellent knowledge of safeguarding, health and safety and equalities in the context of work related learning.	A/I
Experience	
Management experience and ability to lead a team.	A/I
Relevant experience involving working with schools and employers.	A/I

Experience of delivering presentations and training to groups and larger audiences.	
Budget management.	A/I
Experience of working with employers and learners within a variety of sectors.	A/I
Skills	
Able to interact with a variety of stakeholders from a diverse range of backgrounds/roles.	A/I
A competent administrator with proven organisational skills and the ability to prioritise and manage a varied workload.	A/I
Evidence of excellent written communication skills in order to write project bids, promotional text, including for newsletter and other publications	A/I
Demonstrable track record of business development and sustaining partnerships.	
Experience of supporting marketing activities to promote the services offered by Lifelong Learning e.g. apprenticeships.	A/1
Qualifications	
Educated to level 4 with a relevant professional qualification.	A/1

A – Application form / CV

I – Interview

T – Test

C - Certificate