

Job Title: Employment & Skills Manager

Reporting to: CEO

Location: Salford, Greater Manchester (office and home-based working)

Salary: £26,000-£28,000 per annum

Hours: Full time 35 hours per week

Contract: FTC for 2 years, start date June 2021

Job Purpose

To be responsible for the ongoing strategic development, contract management, quality assurance & control and operational delivery of Salford Foundation's employment and skills related services.

Job Description

Key tasks and responsibilities

1. To create and deliver innovative employment and skills programmes that maximise work-related and progression opportunities for service users.
2. To lead on the development and implementation of new quality assurance and monitoring systems, including the standardisation of soft indicators, outputs and outcomes framework for employment and skills related services.
3. To engage with and build relationships with key stakeholders including: employers, corporate partners, prime contractors, training providers and public sector partners to enhance service development and operational delivery.
4. To act as lead practitioner, promoting best practice and supporting the development of staff and volunteers delivering employment and skills related services.
5. To line manage, train, develop, support and supervise agreed members of staff and their projects.
6. To be the service lead for the project life cycle, contract management, monitoring and reporting for externally funded employment and skills services, ensuring timely and accurate submission of financial claims and monitoring data to funders and commissioners.

7. To prepare and submit accurate and timely quarterly, annual impact and progress reports to SMT and the Board and other management information, as required.
8. To liaise with the CEO, Business Development Manager and members of the Skills and Training Project Board to identify new service development or market opportunities and to secure grant and contract income.
9. To lead on the internal and external quality assurance process for all training activity and qualifications, including managing and liaising relationships with awarding bodies, training providers and external verifiers.

Other Tasks

1. To act as an ambassador and promote Salford Foundation's services to stakeholders at meetings and networking events and through social media and other communications including the website.
2. To attend supervisory sessions, training and development, briefings and networking events to keep up to date with relevant legislation, policies and best practice.
3. To implement and comply with all Salford Foundation's policies and procedures including Safeguarding Policy, Health and Safety Policy, Data Protection and Confidentiality.
4. To undertake any other tasks of a similar level of responsibility as requested by the Senior Management Team or Line Manager.

PERSON SPECIFICATION

Knowledge

- Good working knowledge of external funders including: Education Skills Funding Agency, Department for Work & Pensions, Job Centre Plus, European Social Fund, Adult Education Budget and 14-19 Vocational Training.
- Knowledge and understanding of careers information advice & guidance, welfare to work and the UK qualifications framework.
- Knowledge and understanding of adverse childhood experiences, trauma and their effects on young people and adults
- Knowledge of safeguarding procedures and best practice when working with vulnerable adults and children and young people

Experience

- Experience of working with disadvantaged and/or vulnerable people
- Experience of co-ordinating or leading in an employment and skills role
- Experience of managing and reporting on KPIs and meeting targets
- Experience of managing, coaching and developing staff and/or volunteers

Skills & Qualification

- Level 3 Award or above in Education and Training
- Level 4 Award in the Internal Quality Assurance of Assessment
- Good interpersonal and communication skills with the ability to influence and negotiate with key decision makers
- Ability to work autonomously, plan and prioritise own workload
- Good numeracy and literacy skills with ability to analyse and present data
- Good IT skills including Microsoft Office, proficient in diary management, word & excel and databases

Values and Attitudes

- A 'can do' attitude focused on solutions and continuous improvement
- Commitment to equality, diversity and inclusion
- Commitment to maintaining personal and commercial confidentiality
- Commitment to Salford Foundation's core values

Special Conditions

- The post is subject to an enhanced DBS check
- A driving licence and access/use of a car is essential for this role
- Flexibility is required including occasional early morning, evening and weekend working