

BUSINESS PERFORMANCE AND INNOVATION MANAGER (DEPUTY CHIEF EXECUTIVE) - FULL-TIME OR 0.8
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JOB DESCRIPTION AND PERSON SPECIFICATION

Community Learning in Partnership (CLIP) CIC

CLIP is a social enterprise which strives to widen participation in learning and build aspiration/positive progression by people in rural, coastal and peripheral communities. We do this by developing programmes that focus on:

- 16-18s and adult learners
- Making a contribution to local communities and partnership working
- Being entrepreneurial - securing the widest variety of social, physical and financial resources to maximise the quality and range of provision that we can offer to local communities.

Currently our provision includes:

- Foundation Study Programmes for 16-18 year olds
- English and mathematics for adults (AEB/accredited courses)
- Vocational courses for adults (AEB/accredited)
- Employability programmes for job-seekers
- Access to Higher Education Diplomas
- Adult Community Learning (non-accredited)
- Award in Education and Training (AET) and other professional courses.

CLIP runs community learning centres in Gainsborough, Market Rasen and Mablethorpe.

Purpose of the post

This exciting new post arises through an organisational re-structure to support the Chief Executive in managing continuous improvement in an expanding provision. The purpose of the post is to lead on business systems and innovative practice. To an extent, the post can be shaped to the post-holder's strengths/interests and it could provide an excellent career development opportunity for leadership within the education, business enterprise or other sectors.

Job description

1. Oversee and develop efficient and accessible data systems that have clear impact on quality improvement at CLIP with regular and timely reporting (data tables, narrative summary) to staff, managers and directors, including:
 - The weekly recruitment tally to staff
 - Retention reports/actions required (monthly)
 - Achievement reports/actions required (monthly)
 - The capacity to produce occasional 'on demand' reporting for funders or Ofsted;

2. Within the broad purpose of the organisation, lead on innovation at CLIP whether relating to internal functional processes, the curriculum, marketing or new projects including:
 - Creating new initiatives based on the post-holder's skills and interests that improve the efficiency or quality of the organisation, or that can attract funding or income
 - Promoting and collating innovative practice from within CLIP to share internally and/or externally as 'good practice', as positive publicity, for the self-assessment report (SAR) and as case studies for funders
 - Be alert to innovative practice from elsewhere that can be transferred into CLIP as income opportunities and/or to improve efficiency and quality;

3. Oversee and develop an efficient and effective IT infrastructure for CLIP that:
 - Meets the needs of learning in a community setting (availability/ accessibility of equipment and software)
 - Promotes the creative use of e-learning platforms for blended delivery and learning support
 - Facilitates effective communication between staff, and between staff and students
 - Maximises our online and social media presence to enhance recruitment and PR
 - Ensures the on-going integrity of file and data security;

4. Support the Chief Executive in ensuring robust business and financial control processes for CLIP by:

- Having a strong command of key funding mechanisms relevant to CLIP provision including for 16-19s, adult accredited and community learning, Advanced Learner Loans, ESF and other short-term funding pots
 - Seeking to maximise funding using these funding streams through a strong understanding of their possibilities eg. through choice of qualification, mix of qualifications, use of learning support fund, etc
 - Overseeing the efficient and effective use of the Xero accounting system
 - Leading on procurement decisions in terms of best price/business benefit
 - Producing monthly reports of staff costs, business costs and cashflow, ensuring that all income is drawn down in a timely fashion;
5. Lead on the development and maintenance of premises and equipment infrastructure at CLIP, including:
- Ensuring that buildings and equipment meet the needs and welfare of staff, learners and learning in a safe and accessible manner
 - Ensuring that the Health and Safety Policy and the Health and Safety Management System are kept updated and implemented on a day-to-day basis, with all regular monitoring taking place and being recorded across the organisation
 - Leading on overseeing new building works, the need for maintenance works, the ordering and maintenance of equipment, the disposal of assets that are not longer required or fit-for-purpose and ensuring that the asset register (AssetTiger) is kept up-to-date;
6. Support the Chief Executive in writing funding bids, where required;
7. Oversee one of the two outreach centres – either Gainsborough or Mablethorpe – in terms of quality of service by staff and mix of provision
8. Line manage the Finance Officer, Admin Assistant (s) and Reception staff;
9. Teach on CLIP courses according to own specialisms based on 2-6 hours per week;
10. Deputise for the Chief Executive, when required;

11. Evaluate and develop own practice;
12. Attend staff meetings and be willing to undertake training and development activities that would support the development of the role;
13. Adhere fully to CLIP's Quality, Equal and Diversity and Health and Safety Policies.

Location

The post-holder will be based at the Market Rasen Learning Centre with regular travel to other centres and the surrounding areas. For these reasons, use of own car will be essential.

Person specification

	Essential (E)/Desirable (D)
KNOWLEDGE/EXPERIENCE/AWARENESS	
Fully-committed to the values of CLIP to widen participation in learning, to raise aspiration, to have a positive impact on the community, to forge positive strategic partnerships and to be a lead organisation in the demonstration of social entrepreneurship	E
High level of understanding and experience of developing IT systems and infrastructure for business performance, including the use of IT to improve the quality and experience of learning	E
Awareness of the needs of young people and adult learners returning to learning, including those who have had poor previous experience of learning	E
Commitment to building aspiration and encouraging positive progressions for learners at CLIP	E
Evidence of designing and implementing innovative practice, ideally within an education setting	E
Business awareness - success factors for small businesses/social enterprises such as CLIP	E
EDUCATION/TRAINING	
Degree level study in a relevant discipline	E
Relevant IT/business qualification(s) to demonstrate systems development capability	E
Teacher trained – at least Level 3 Award level (or willing to achieve), ideally full qualification	E

INTERPERSONAL SKILLS	
Effective communication with colleagues and managers	E
Can relate proactively and positively with external agencies	E
PERSONAL QUALITIES	
Able to convey a positive and well-informed impression of the organisation in the local area	E
A clear understanding of the requirements for business sustainability	E
Highly numerate	E
Able to manage a busy workload - very good time management and organisational skills	E
Good standard of English	E
Creative/innovative/enterprising approach to work	E

We are willing to consider exceptional applicants without one/two of the 'essentials' if they have other skills to offer. However, advanced understanding and use of IT software for finance, quality and data management is a key requirement.

Conditions of service

Conditions of employment will be based on the following:

The job is offered on a full-time (or 0.8 fractional) basis

Normal working week = 37.5 hours (or pro rata for fractional post); flexibility will be required to deliver the job eg. some evenings or weekends

30 days paid holiday (or pro rata) + bank holidays

Progress Reviews at least annually

Statutory sick pay, parental leave, etc.

Two months' notice on each side after probationary period

Probationary period = 4 months

Salary: £30,000-£32,000 starting salary, with future progression up to £34,000 (or pro rata)

Dated: August 2018