

PARTNERSHIPS MANAGER (DEPUTY CHIEF EXECUTIVE) FULL-TIME OR 0.8

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 is a new post in an organisational re-structure that has been created to support the Chief Executive in managing an expanding provision. The purpose of the post is to lead on partnerships, marketing and external liaison as well as a key area(s) of the curriculum. To an extent, the post can be shaped to the post-holder's strengths/interests and it could provide an excellent career development opportunity within the education or other sectors.

Job description

1. Lead on community partnerships and engagement across CLIP activities:
 - Developing a policy for community engagement to ensure that CLIP harnesses the benefit of local social and political capital in pursuing its mission, thereby ensuring that CLIP plays a key role in building local learning and other aspirational activities
 - Working with course tutors and reception staff to build and implement termly marketing plans
 - Planning creative, efficient and effective promotional activities in conjunction with centres
 - In liaison with the Business Performance Manager, using accurate and timely monitoring data to produce practical Intervention Plans to maximise “the best numbers for the right learners”
 - In liaison with the Business Performance Manager rigorously reviewing and acting upon weekly/monthly/termly/annual data sheets relating to retention and achievement
 - Leading 6-weekly team meetings at each centre on rotation (with the Chief Executive and Business Performance Manager) to help maximise recruitment, retention and achievement; identify centres’ strengths (to share); identify areas for development; and set targets for next 6 weeks/6 months
 - Establishing, maintaining and making best use of customer databases for marketing and community engagement purposes
 - Producing case studies (at least one per term) of successful/exemplary community engagement from which others can learn;

2. Working with the Careers Education and Employer Engagement Coordinators, course tutors and employers, lead on the development and implementation of an updated Employer Engagement Plan that has demonstrable impact across provision:
 - Building and integrating aspiration and progression into curricula
 - Improving the quality of careers education and employability through talks and visits
 - Increasing the variety and purpose of work placements

- Exploring the possibility of “Employer Ambassadors” who have a regular and specific input into CLIP provision;
3. Act as the Coordinator for a key area of the CLIP curriculum:
 - Running monthly Quality Meetings, ensuring that qualitative and quantitative data brought to these meetings are timely and accurate and that action notes are produced
 - Supporting recruitment to programmes (including sub-contractors, if applicable) to ensure that we meet funding targets and secure the sustainability of the provision
 - Leading on curriculum development for the programme(s)
 - Leading on improving and maximising quality and achievement in terms of minimum levels of performance and against Ofsted expectations
 - Inputting data for the programme(s) onto Maytas;
 4. Support the Chief Executive in maintaining PR and responsiveness to customer feedback:
 - Organising a Learning Café at each centre once per year to gather stakeholder feedback on provision and the learner experience
 - With the Chief Executive and Business Performance Manager, coordinating the production of the termly CLIP brochure
 - Managing, creating content and harnessing input for the CLIP Facebook page – mainly to maintain PR and local prominence as a key training provider in the county
 - Proactively ensuring that posters, leaflets, centre Facebook pages and other publicity formats are of good graphic quality and contain no errors in English;
 5. Support the Chief Executive in writing funding bids, where required;
 6. Line manage the staff relating to area of curriculum responsibility on a day-to-day basis and carry out progress reviews in conjunction with the Chief Executive;
 7. Teach on CLIP courses according to own specialisms based on 5-8 hours per week;

8. Oversee one of the two outreach centres – either Gainsborough or Mablethorpe – in terms of quality of service by staff and mix of provision;
9. In agreement with the CE, attend external meetings and events of strategic significance;
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 for two days per week at the Market Rasen Learning Centre (probably Monday/Tuesday) with the remainder of the week being at one of the other centres. Regular travel to other locations in the surrounding areas eg. for meetings or to meet employers will be part of the role. 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
Very good knowledge of FE funding streams	E

High level of awareness and evidence of assertive and effective practice in marketing and community engagement; readiness to get 'out there' to meet our recruitment targets, while ensuring that we respect the need for the 'right students on the right courses'	E
Evidence of effective contact and work with employers and community organisations that has a positive impact on the learning experience	E
Evidence of proactive approach to any underperformance through intervention and action planning	E
Very strong teaching skills	E
Substantial experience of curriculum development	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	D
Business awareness – success factors for small businesses/social enterprises such as CLIP	E
EDUCATION/TRAINING	
Degree level study in a relevant discipline	E
Teacher trained – full qualification (or willing to achieve)	E
Marketing skills training	D
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
Able to work assertively with staff while maintaining positive relationships	E
Numerate and good command of IT software – Office, data management systems (eg. Maytas) and social media	E
Creative with good graphics awareness	D
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

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