

JOB DESCRIPTION**TITLE OF POST:** Delivery Manager for Adult Education**RESPONSIBLE TO:** Head of Delivery**Grade 4 SP 38 – 41****Salary: £39,897 - £43,589 per annum****RESPONSIBLE FOR:**

- To Manage the CCCT learning programmes for Employability, Functional skills, AEB, Employer Led and Commercial leading to the successful outcomes for learners.
- To monitor performance targets (e.g., recruitment, retention and achievement targets for learners) taking action, as necessary, to address under performance.
- To initiate new contacts and partners as well as managing and monitoring existing contracts/projects/programmes working with employers, assessor/trainers, candidates and stakeholders.
- To take lead responsibility for the administration of all documentation to ensure appropriate funding streams are identified for candidates.
- To take lead responsibility for Quality Assurance with the help of IQAs and Functional Skills Manager in Functional Skills Team. This to include session observation, monitoring of EQA visits and IQA/Moderation process, self-assessment and QIP
- To take responsibility for the learner and employer experience, to uphold satisfaction and ensure their voice is heard and acted upon
- To lead on CCCT e-portfolio/MIS system for Employability and Functional Skills, to monitor, embed and performance manage usage.
- Ensure every programme of delivery meets the needs of London's learners, employers, local stakeholders.
- Work in partnership with Business Development Executives and marketing teams with new course plans, initiatives, and the tender process, throughout the learner journey.
- Support the development of new programmes, delivery plans in sector skills areas and support the Delivery Development Manager
- Line manages high performing team of Assessors/Tutors/Trainers and IQAs and fully support the team's development through Personal Development Reviews, target setting, performance management and staff development.
- Maximise staff utilisation and resources to provide a distinctive high quality learning experience and a cost effect provision. Manage staff absence and cover arrangements.

Key Duties and Responsibilities**Management:**

To ensure the quality of Teaching, assessing, learning and assessment is of the highest standard and responsive to the learners to include the following:

1. Responsible for the growth and management of the Employability Skills and Functional Skills Academy and its associated programme delivery, partnership development, recruitment agency, work club and enrolment sessions.
2. Establishing and maintaining the highest levels of professional conduct and customer care in the area of responsibility
3. Manage and develop the Employability Team, DL team and Functional Skills including ensuring they are aware of performance standards, are provided with support and training to meet the requirements of their role and have feedback on their performance.
4. Be responsible and accountable for improvements in teaching, assessing, learning and assessment and the learner voice in the sector areas.
5. Work closely with the Delivery Managers, FS Manager to ensure that Functional Skills for Apprenticeships link with delivery plans and sessions allocated allow timely completion of full framework or Standard.
6. Ensure that CCCT Quality processes are embedded in Employability and Functional Skills in order to demonstrate impact on teaching learning, assessment and attainment
7. Manage and monitor the Quality Assurance process with support from the Head of Quality. To provide sampling plans and the reporting of candidates' progression through monthly reporting processes
8. Liaise with JCP, Local Boroughs, Third Sector organisations, Work Programme Primes and any other providers with an employability agenda to plan and deliver centre events including open days, career days, work club with curriculum specific events such as taster sessions and interviews.
9. Work closely with other staff within CCCT/CCCG and other departments and with their associates to identify and engage with local employers to provide suitable employment for employability, Functional Skills or access to apprenticeship clients.
10. To provide operational management of delivery within designated location(s) ensuring all agreed targets and operational standards are met or exceeded for employability and functional skills and pre-apprenticeship programmes.
11. To manage and develop your team and individuals to meet agreed training, learning and assessment targets and to engage in the recruitment, probation and PRD process.
12. To support, develop and update the FS Manager in Functional skills, Liaison Team Leader and direct reports in the performance of their role through regular 1:1 meeting.
13. To monitor, Advise, observe and guide your IQAs/Moderator on the sampling within timescales set
14. Manage the caseloads of direct reports in conjunction with the Quality & Compliance requirements and processes.
15. To embed an aspirational culture with students and staff across the curriculum area.
16. Be committed to professional self-development, through participation in in-service training as necessary for the successful achievement of the job role.
17. Analyse course performance data to ensure that all learners perform above national achievement rates. Work with the MDIS department to ensure that key information and accurate data is available to monitor and respond to issues relating to the curriculum and student experience. This will include the collation and interpretation of information relating to attendance, punctuality, achievement, and utilisation.

Summary: -

The post holder will be expected to undertake any of the duties set out below, subject to appropriate training. In order to ensure a range of experience for the benefit of post holder and the College, duties may be rotated from time to time.

The post holder will also be expected to:

1. demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
2. be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
3. demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
4. abide by the College's data protection policy;
5. actively participate in the appraisal scheme;
6. participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
7. carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
8. work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Person Specification:

Area to be assessed	Essential	Desirable	How this will be assessed
<i>Qualifications</i>	1. Educated to degree level or equivalent (or level 3 with substantial experience).	1. Recognised management qualification.	AF
<i>Professional development</i>	2. Evidence of ongoing professional updating and development in relevant fields.		AF/Skills Audit
<i>Experience and Knowledge</i>	3. Proven management experience in the employment/training/recruitment industry. 4. Knowledge of welfare to work programmes, local community and labour market and ESFA founding rules 5. Experience of working with employers to create new training programmes to meet their needs. 6. Experience of working with JCP/Prime and other unemployed 'mandated' clients. 7. Experience of achieving challenging targets whilst managing multiple tasks and projects. 8. Experience of customer implementations, road show activity and special projects on a day-to-day basis 9. Experience of delivering sales presentations and performance reviews. 10. Experience of working as part of a team and also on own initiative. 11. Experience of working in a flexible and adaptable environment with changing priorities. 12. Experience of producing accurate work demonstrating attention to detail. 13. Experience of program management, costing and negotiations. 14. Experience of growing and sustaining new business opportunities	1. Knowledge of the Government Skills and employability agenda and the impact on the context of working with employers. 2. Knowledge of Functional Skills delivery and examination preparation to include online methods. 3. Understanding of how funding is allocated to the College. 4. Understanding of how quality and performance are evaluated for Colleges. 5. Understanding of the funding attached to particular programmes and activities and how funding can be maximised whilst maintaining the quality of the programmes.	AF, I AF, I, T AF, I, T AF, I, T AF, I, T AF, I, T AF, I, T AF, I, T AF, I AF, I AF, I AF, I
<i>Skills and Abilities</i>	.		

	<p>15. Good communication and negotiation skills with internal and external stakeholders.</p> <p>16. Excellent administrative and IT skills, including experience using Microsoft Office.</p> <p>17. Excellent data management skills.</p> <p>18. Excellent organisational and planning skills and the ability to deliver to agreed target dates.</p> <p>19. Able to act proactively, to anticipate potential problems and come up with proactive solutions</p> <p>20. Excellent ability and track record in growing new business opportunities</p> <p>21. Ability to motivate and support staff and clients</p> <p>22. Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required.</p> <p>23. Ability to work well in a rapidly changing environment.</p> <p>24. Excellent time management skills.</p> <p>25. Ability to manage a complex workload.</p>		<p>AF, I, T</p> <p>AF, I, T</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
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Please indicate how these will be assessed: AF (Application form), I (Interview), T (Task)