

Post Title	Director of Business and Community Development
Location	Craven College, Skipton (Multi Site)
Rate of pay	£48,000 per annum
Hours	37 hours per week
Responsible to	The Vice Principal Curriculum & Quality
Responsible for	Business Development Manager (Tyro Scarborough) Business Development & Training Manager (Tyro Skipton) Projects and Community Manager Apprenticeship Manager Subcontracting Manager
Special Conditions	Due to the nature of this position applicants must be prepared to work flexible hours, including some evening work on a rota basis, and have access to an appropriately insured vehicle with a clean, current driving licence.
Closing Date	Sunday 22 September 2019
Interview Date	TBC
Post No.	B925

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To contribute to the Senior Management Team in the management of the College towards the achievement of its strategic goals and objectives. To be responsible for the provision of excellent standards and quality of service to business clients, the community and other stakeholders, enhancing the College's reputation and developing links with external organisations within the framework of the College's strategic plan. To manage and direct the activities of Tyro, Apprenticeship Team and the Projects Team in order to maximise financial contribution to the College and meet quality standards.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To work effectively within the Senior Management Team to ensure the strategic aims and objectives of the College are achieved;
- To work closely with the Principal and other members of the Senior Management team to consistently improve the provision, facilities and services on offer to students and prospective students in order to increase student numbers and thereby support future growth of the College;
- To be responsible for the continuous development of working links and partnerships with employers, industry, the community and other external organisations through the building of long term working relationships, and collaboration as appropriate, towards the successful provision of relevant services;
- To direct and work towards the achievement of agreed income/expenditure targets to include full cost, funded provision, sub-contracts, projects, Apprenticeships and other relevant activity, ensuring timely progress and target based reports on performance and new developments to SMT and the Principal;
- To proactively seek out and develop income generating opportunities through the promotion of existing products and the development of new products to meet identified demand working with external agencies and funding partners to maximise income and ensure successful delivery of projects to further enhance the reputation of Craven College with business clients, the community and other stakeholders;

- To seek out and develop income generating and community opportunities through tendering/contracting processes and relevant partnerships, liaising with other College personnel as appropriate and overseeing management of specific projects as required;
- To maintain awareness of external educational and economic drivers and, where relevant, actively participate in shaping developments eg with Local Enterprise Partnerships; To liaise with relevant cross College staff as appropriate in relation to maximising income to the College, with particular regard to adult part time provision, the promotion of Apprenticeships, in conjunction with the Apprenticeships Manager, and to serving the community;
- To lead on the College's work within the community to identify needs and gaps in provision and to satisfy those needs by working with community groups and other partners and relevant staff to provide innovative and cost effective solutions;
- To develop links and form working relationships/partnerships with the voluntary sector in order to meet community needs;
- To research and analyse data relating to Labour Market Information and social and economic regeneration in support of bid opportunities and strategic objectives of the College, contributing to the formulation of the College's strategic and development plans;
- To maintain awareness of funding issues/external priorities and proactively respond to changing funding regimes/policies to ensure that income, profitability and opportunities to work with the community are maximised on on-going basis;
- To act as an ambassador for the College, including representation at external meetings, conferences, etc at a strategic level where appropriate;
- To ensure quality of provision in terms of services, products, student retention and achievement rates, satisfaction rates and all aspects of client, community and external liaison in order to secure repeat and future activity;
- To direct and ensure implementation of the College's Employer Engagement Strategy and the Community Engagement & Responsiveness Policy in order to meet needs and national priorities and achieve relevant quality kite marks;
- To line manage relevant staff in order to achieve successful delivery of the above;

- To be fully conversant with the College's Equality and Diversity aims and objectives; and take appropriate positive action in the promotion and delivery of Equality and Diversity targets;
 - To be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To participate in the College's Appraisal Scheme and carry out appraisals for relevant Managers and staff in line with College policies and procedures;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to degree level and/or possess relevant professional qualifications;
- Experience of working at strategic level and managing staff to achieve objectives and targets;
- Relevant business and or community experience at a strategic level;
- Relevant experience and knowledge in relation to the needs and priorities of business (including SMEs) and the community;
- Knowledge of funding methodology and funding streams including apprenticeships in Further Education;
- Highly numerate with sound understanding of costing and pricing techniques;
- Computer literate with ability to use a range of software effectively;
- Awareness and understanding of quality assurance and audit requirements to ensure the delivery of a quality service;
- Extensive experience of co-ordinating the activities of a large team;
- Strong leadership skills with the ability to motivate and inspire others;
- Excellent interpersonal skills with the ability to communicate and negotiate at all levels;
- Excellent organisational and administrative skills;

- Proactive and innovative with the ability to work on own initiative and develop new ideas;
 - Ability to function as part of a team;
 - Proven ability to work to consistently high standard under pressure to meet targets and deadlines;
 - Knowledge of current developments in FE, HE and the industrial training environment including NVQs and distance/e-learning;
 - Experience and understanding of Further Education, related national priorities and current challenges within the sector;
 - Knowledge of and experience of working with employers and the wider business and community support network;
 - Knowledge of funding streams to support work with industry and the community;
 - Willingness to work flexibly to meet the changing needs of the College.
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DESIRABLE REQUIREMENTS

- Senior management experience;
 - Teaching experience and qualifications;
 - Knowledge of Craven, North Yorkshire and the Yorkshire and Humber Region;
 - Knowledge of funding methodology and funding streams in Higher Education.
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