

**Job title:** Senior Area Education Manager

**Business unit:** North East

**Grade:** 2 **FTE** 1

**Reports to:** Head of Region

**Direct reports:** Area Education Manager, Education Coordinators, Tutors

**Place of work:** Newcastle

**Purpose of the role:**

*All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."*

The post holder will manage a team to deliver the Association education provision, strategic partnerships and external relationships in a significant specified area or theme within a region.

They will have responsibility for delivery of a complex AEB contract in designated area, in line with contract requirements and Association strategic objectives. They will work closely with a broad range of internal and external stakeholders including LEPs (or equivalent), local authorities, community organisations, employers and trade unions.

The post holder will be accountable for the successful delivery of the AEB contract within the agreed budget and timelines, ensuring the delivery to agreed funding and quality frameworks of AEB provision by WEA and (where relevant) subcontractors. They will report to the Mayoral combined authority skills team and internally within WEA taking appropriate actions on contract performance where appropriate.


**Key areas of responsibility**

1. Lead strategic development, delivery and quality of inspirational education, learning opportunities and related activity within a substantial geographic and/or thematic area;
2. Lead an area team to ensure continuous improvement of teaching, learning and assessment towards outstanding in line with the Association's mission, quality improvement plans and aspirations for students. Management and accountability for area plan and budget;
3. Organise education provision in line with agreed targets;
4. Manage staff in line with Association's commitment to Investors in People and association policies ensuring their health and safety. This will also include management of Area Education Managers;
5. Develop and maintain strategic partnerships with internal and external stakeholders at regional, national or Association level;
6. Lead and support the management, recruitment, selection, induction and support of tutors, enabling a culture of continuous improvement;
7. Develop business opportunities with external stakeholders to diversify educational opportunities and income to meet the vision and mission of the Association;
8. Lead or contribute to Association working groups on relevant specialist areas and take responsibility for implementation and dissemination of outcomes;
9. Lead work with members, branches and volunteers to develop and maintain the Association as a vibrant educational movement for social purpose;
10. Represent the Association and Regional Education Manager as appropriate, act as an advocate for

- adult and community learning and disseminate key messages about the Association's impact;
11. The post holder may have specific responsibility for agreed specialisms;
12. Undertake such duties as reasonably requested by your manager.
13. Areas of Specialism required: **Strategic partnerships in the management of AEB contracts:**

- 13.1. Be responsible for the planning, delivery, monitoring, reporting and evaluation of the WEA AEB provision within a large scale contract including multiple major subcontractors according to contract specifications and the requirements;
- 13.2. Facilitate effective collaboration and lead communication with all stakeholders and subcontractors to support design, build and promote delivery to meet delivery targets, service user and funder needs;
- 13.3. Lead the monitoring framework to ensure timely and accurate reporting from each work stream / contract and track progress against the overall delivery plans;
- 13.4. Design and oversee programme communication, stakeholder engagement, marketing and publicity strategies across the partnership;
- 13.5. Oversee the development and implementation of outcome, impact and evaluation frameworks in line with WEA and funder requirements.

*To be used in conjunction with relevant person specification*

	Person specification		
Criteria	Essential (✓)	Desirable (✓)	Assessment method (for recruitment only) A – Application Form I – Interview T - Test
<b>Education &amp; qualifications</b>			
Educated to degree level or equivalent	✓		A/I
Teaching qualification (minimum level 4)	✓		A/I
Teaching qualification (minimum level 5 in specialism)	✓		A/I
Assessor and IQA qualifications	✓		A/I
<b>Experience</b>			
Experience of developing new educational business opportunities, and successful management and accountability for plans and budgets	✓		A/I
Experience of leading strategic development, delivery and quality of adult education provision and related activity within a substantial geographic and/or thematic area.	✓		A/I
Experience of developing and maintaining strategic partnerships and alliances at regional or national level for example with VCS networks, local and combined authorities, LEAs, employers and partners	✓		A/I
Experience of working in membership, community or voluntary organisations	✓		A/I
Experience of developing, contributing to and writing funding applications and/or raising income from diverse sources	✓		A/I
Strong experience of managing and allocating resources across a significant number of complex strategic and/or	✓		A/I

education portfolio of projects			
Experienced in managing and resolution of conflict, inter-dependencies, competing priorities, risks and issues	✓		A/I
Experienced in gathering and understanding business objectives and requirements and translating these into an appropriate programme of work	✓		A/I
Experience of working in ambiguous and/or emergent environments and responding to changing / new situations	✓		A/I
<b>Knowledge &amp; skills</b>			
Highly effective communicator, with strong personal communication skills, able to influence, enthuse and inspire staff, the voluntary movement and stakeholders	✓		A/I
Excellent communications skills including presentations and report writing	✓		A/I
Strong management, organisational and IT skills to enable successful delivery of plans and budget	✓		A/I
Ability to lead, support, mentor and coach teams and individuals in order that they can reach their potential and to ensure continuous improvement of quality in line the Association's aspirations for students	✓		A/I
High level skills in any designated specialist area of responsibility	✓		A/I
Specialist contract management - Programme / portfolio and project management best practice approach and tools	✓		A/I
<b>Competencies</b>			
Student and WEA values focused (Level 4)	✓		A/I
Achieves results (Level 4)	✓		A/I

*To be used in conjunction with relevant job description*