



## Job Description

<b>Job Title:</b>	<b>Area Education Manager</b>		
<b>Region:</b>	Southern		
<b>Grade:</b>	3	<b>FTE</b>	1.0 FTE
<b>Reports to:</b>	Regional Education Manager		
<b>Direct reports:</b>	Education Co-ordinators, tutors and support staff in their area.		
<b>Place of work:</b>	Berkshire		
<b>Purpose of the role:</b>	<p><i>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."</i></p> <p>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.</p> <p>The post holder will have responsibility for key partnerships and for identifying and growing business development opportunities in line with the Association strategic objectives. They will have lead responsibility for identified specialist aspects of regional education provision or national or cross regional provision, quality, and curriculum or business development. 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.</p>		

### 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.
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, 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 other duties as reasonably requested by your line manager.

To be used in conjunction with relevant 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>			
Considerable 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 new educational business opportunities, and successful management and accountability for plans and budgets.	✓		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
<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: Prevent/safeguarding lead: <ul style="list-style-type: none"> <li>• Professional integrity and confidentiality</li> <li>• Well- developed interpersonal and communication skills; ability to engage with outside agencies and community</li> </ul>	✓		A/I

partners.			
<b>Competencies</b>			
Student and WEA values focused (Level 4)	✓		A/I
Achieves results (Level 4)	✓		A/I
Works collaboratively with others (Level 4)	✓		A/I
Manages self, learning and personal development (Level 4)	✓		A/I
Delivers excellent service (Level 4)	✓		A/I
<b>Additional Requirements</b>			
Comply with all the Association's Policies and Procedures, i.e. Code of Conduct, Health and Safety and Equality and Diversity Policy.	✓		A/I
Willingness to travel within the UK.	✓		A/I

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