

Job Description

Job Title:	Head of Careers, Employability & Progression
Group:	Global Programmes
Dept/Project/Service:	UK Careers, Employability & Progression
Reports to:	Programmes Director
Responsible for:	Connect to Work Inspiring Careers West London Careers Hub Vocational Progressions Project All future UK careers, employability and progression contracts
Usual office base:	Regional UK office with flexibility for hybrid working
Grade:	3

Job Purpose:

To provide strategic leadership and development of the UK careers, employability and progression portfolio, with accountability for building client relationships, supporting growth and securing new business and ensuring excellent delivery performance across the portfolio. This means being responsible for the development, delivery and end-to-end implementation of delivery excellence and client partnering from pre-sales to mobilisation to close down, ensuring work is carried out effectively, efficiently and that contract obligations are met through supporting the work of colleagues and teams managing the projects. The postholder is responsible for engaging effectively with senior stakeholders across the UK business and the wider organisation to achieve this. In addition, providing organisational wide expertise to shape wider Education Development Trust (EDT) policy and strategies to grow the global careers, employability and progression business.

The role holder will also act as the Designated Safeguarding Lead for the UK Careers, Employability and Progression portfolio.

Job Objectives:

1. Provide strategic leadership to the UK careers, employability and progression portfolio ensuring excellent programme delivery developing and expanding opportunities for the portfolio.
2. Support the Programmes Director with the development and implementation of the strategic growth priority to develop and grow EDT's careers, employability and progression proposition.
3. Work with the Programmes Director, Business Development, Marketing and Partnership teams to set a strategic growth plan that maximises existing operations and leverages new opportunities in the medium to long term. Keeping ahead of policy and market developments to identify new trends, and work with the colleagues to investigate potential opportunities for greater impact.
4. Collaborate with the Programmes Director and Business Development team on solution design and oversee the operational planning and implementation of new contracts and commercial opportunities within the portfolio, working with both internal and external stakeholders as required.
5. Ensure a strong emphasis on excellent contract management to maximise impact and commercial return with continuous improvement, efficiency and value for money with strong financial and budgetary discipline maintained whilst providing operational leadership and oversight of all contracts and programmes across the portfolio
6. Report on the portfolio's financial and operational progress against overall business performance objectives and meet the reporting needs of clients externally and EDT internally.
7. Work with programme leads to ensure successful programme delivery, holding programme leads to account by regularly reviewing, monitoring, and reporting on progress to ensure contract outputs and deliverables are delivered to meet or exceed contract Key Performance Indicators (KPIs).
8. Be responsible for quality assurance within the portfolio, ensuring programmes are achieving the required impact with support from other teams as appropriate. Maintain existing external quality and sector standards – currently SEQF and matrix and take ownership for the achievement of new standards as the portfolio grows.
9. Work closely with the corporate Business Improvement function to ensure that EDT's reputation for excellent delivery is maintained, balancing client requirements and the long-term strategic interests of EDT.

10. Oversee the financial strategy for the portfolio, setting Budget scope and ensuring delivery of value for money for our clients whilst returning sufficient contribution to enable EDT's strategic aspirations.
11. Work with the Programmes Director to develop critical strategic relationships with existing and prospective key clients, leading on all aspects of the client relationship, representing EDT to key stakeholders in order to drive forward opportunities to expand the portfolio and to enhance EDT's reputation in the market.
12. Build and maintain a high capability team, focusing on a strong culture of continuous learning, continuous improvement and collaboration across EDT globally.
13. Oversee the allocation of resources across the portfolio to ensure that key aspects of the programmes can be delivered effectively and manage dependencies to enhance the quality of outcomes delivered to the client.
14. Undertake direct programme management activities during periods of programme lead unavailability or when overall portfolio value drops to a level where additional overhead is not financially sustainable to support programme lead costs.
15. Ensure portfolio wide learning is generated, shared and used to inform future service design and delivery and used externally to support positioning.

Scope:

This job description needs to be considered in the context of a developing and evolving business and therefore the duties described above will need to be adapted to meet changing needs.

Person Specification:

Knowledge

Essential:

- Deep knowledge and understanding of programme/portfolio life cycle methodologies, education delivery models and change management
- Awareness of the environment within which EDT operates, including relevant developments within the broader employability, careers and skills landscape in the UK
- Commercial knowledge and awareness
- Strong knowledge of the business development lifecycle
- Knowledge of current legislation, strategy and public policy relating to the relevant portfolio

- Broad understanding of Continual Professional Development, Employability, Skills and Careers development
- Strong understanding of safeguarding principles and responsibilities

Desirable:

- Qualification / accreditation in the use of a recognised structured project management methodology
- Knowledge of the working principles of relevant devolved nations' education authorities

Experience

Essential:

- Demonstrable expertise in the contract management approach of key clients, especially Department for Work and Pensions (DWP), Department for Education (DfE) or equivalent large government departments as well as devolved government bodies such as Combined Mayoral Authorities
- Delivery and/or design of relevant programmes
- Demonstrable credibility in the skills, employability and careers space ideally in the procurement and provision of relevant large scale contracts and frameworks
- Successful management experience of leading, managing and developing multi-disciplinary teams, including working with subcontractors, to meet or exceed delivery targets and achieve client satisfaction
- Demonstrable experience and a confirmed track record of managing and delivering complex and high-profile large projects and programme portfolios for UK government clients
- Significant experience of client relationship management and influencing senior stakeholders
- Experience of supporting business development activities and mobilisation of new programmes

Desirable:

- Extensive working experience and networks within the sector
- Experience of working within the internal programme governance structures of a large delivery organisation
- Experience of Ofsted requirements
- Working in effective 'matrix' operating models
- Experience of business acquisition

Skills

Essential:

- Strong stakeholder management skills, including the ability to work collaboratively across internal organisational teams

- Ability to represent EDT credibly at the highest levels in professional, technical and business development relationships with key client and external partners primarily in the employability, careers or skills sector
- Ability to think strategically
- Proven ability to lead and manage projects delivering high quality outputs within budget and on time
- Excellent verbal and written communication skills
- Strong people leadership and talent development
- Collaboration across diverse teams in the organisation
- Exceptional project and programme management skills
- Sound commercial and financial management skills
- Excellent communication skills

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.