**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Role:** On Site Academy Manager

**Reporting to:** The National Head of Academies, Wiltshire

**Hours**: Full time, 37.5 hours (on site)

**Post:** Fixed term contract 2 years

**Salary:** £29,000

**Main Purpose:**

The post holder will be responsible for the generation of appropriate quantities and types of learners to meet the need of employment for the construction industry. Meet targets to attract candidates to our funded programmes; support learners whilst in training and manage the recruitment process from the employers’ perspective; to engage with employers and ensure that job placement targets are met.

The Building Heroes OnSite Academies will deliver skills training which will:

* Facilitate structured qualifications and skills for the construction industry, in specialist construction areas on site and in local training centres.

**The Building Heroes Academies aims to:**

* + To deliver local employment benefits.
	+ To liaise with training providers and house builders and their subcontractors, to identify current provision or shortfalls and facilitate the best possible delivery model.
	+ To co-ordinate delivery of qualification and training over the contract period.
	+ To maintain close relations with lead contractors to offer the best training solutions.
	+ Source funding to support academy delivery.

The post-holder will be responsible for liaising with key stakeholders to ensure that the academy delivers high quality training that meets requirements. Maximising applications and recruitment from referral organisations, jobcentre plus and other sources to attract learners from the military community, the unemployed, economically inactive, and underrepresented groups. Identifying personnel from these areas that meet the requirements of the academy stakeholders to maximise progression opportunities.

**Person profile:**

The role would suit a self-motivated, articulate, customer focused individual with excellent organisational, communication and inter-personal skills. The individual must be positive, enthusiastic, outgoing, and approachable. This is a challenging role and individuals will be expected to use their own initiative and be proactive, meet targets and adapt to the changing needs of the charity as required. A willingness to travel and a flexible approach is essential.

**Key tasks and accountabilities:**

* Develop strong links and regularly liaise with military, referral agencies, Jobcentre’s, and partner organisations to maximise learner recruitment, welfare, and progression opportunities.
* Provide information and advice about our programmes, welfare on offer and progression opportunities to potential and current learners.
* Liaise closely with learners and course tutors over progress and personal career ambitions.
* Develop a network of local/regional employment and apprenticeship/training providers to secure progression routes for programme graduates.
* Identify and implement activities such as industry site visits and work experience.
* Identify opportunities which increase progression and trainee transition to apprenticeships, further training, employment, and self-employment.
* Actively engage with the developers, contractors and supply chains to secure job interviews and employment outcomes.
* Create and deliver projects which raise the profile of the charity whilst promoting opportunities and increasing applications and progression.
* Deliver information, advice and guidance sessions to each learner including CV writing, one to one interview techniques and support CPD development.
* Represent the charity at promotional events / activities and to support charitable events including career days, taster days, interviews and familiarisation days and giving presentations to relevant parties.
* Complete and maintain records and tracking to meet funding criteria.
* Maintain the retention of learners and progression of programme graduates.
* Provide feedback to referral agencies and funders on the success and progression of their learners.
* Complete all associated organisation and administrative work and assist in the management of appropriate administrative systems.
* Attend team meetings.
* Organise and maintain a CPD file, ensuring current occupational competence is up to date and recorded.

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, and will include, but not be limited to:

* Each training course fully subscribed.
* 576 learners recruited and trained across 3-year funding contract.
* Application conversion and retention rates are met.
* Progressions converted to employment, self-employment, or further training.
* Learner satisfaction.
* Staff satisfaction.
* Stakeholder/Agency/Partner/Funding satisfaction levels.
* Funding obtained from various funding streams.

There will, from time to time, be other duties or tasks not specifically covered in this Job Description that you will be expected to undertake to provide the best possible support to the veterans and to promote the development of the Charity.

Special Requirements:

1. The necessity to be flexible is of prime importance.
2. All staff are expected to work as part of a team, supporting and covering for each other in times of need and will be required to attend and fully participate in staff meetings, training and events.
3. All staff are expected to liaise with each other to ensure that the overall needs of the charity are met and particular attention should be paid to ensuring that information is exchanged between staff, learners, colleges and employers.
4. Staff are expected to work to a high professional standard in a manner that promotes a positive relationship with the cohorts, based on mutual trust, confidence and understanding.
5. Building Heroes provide opportunities for training and staff development and all staff will be expected to embrace such opportunities as are offered and to participate fully therein.
6. Developing quality control.
7. Staff are required to be familiar with, and comply with, statutory and all Building Heroes policies and procedures. Particular attention should be paid, but not limited, to the following:
8. Ensuring Health and Safety at Work and the promotion of high standards of health and safety, fire precautions and prevention.
9. Ensuring high standards of health and hygiene.
10. Ensuring an understanding of and respect for confidentiality and GDPR regulations. The post holder will not disclose to an unauthorised person any confidential information acquired through official duties unless they have received official permission to do so.
11. Equity & Diversity In the event of exceptional circumstances, or circumstances/conditions beyond the control of the Charity staff are required to arrive for work as normal. Staff will be asked to help their colleagues, in any area, to help business continuity and ensure the smooth running of the Charity.

**Person Specification**

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| Experience  | ***Desirable*** * Developing and managing a Management Information System (MIS) to collect and provide data on progress against targets.
* Producing qualitative reports for varied audiences.
* Excellent communication and leadership skills.
* Organisational and time-management skills.
* Decision-making skills.
* Ability to effectively network.
* Military knowledge.
* Experience of supporting unemployed.
* Competent with Microsoft office products, Word, Excel etc
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| Qualifications  | ***Essential:*** * Qualified to at least Level 2, ideally Level 3 and can demonstrate good numeracy, literacy, and IT skills.
* Information Advice and Guidance Qualification or similar.
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| Personal Skills  | * Good interpersonal skills in order to work closely with learners, trainers, employers and colleagues and represent the charity professionally
* Self-motivated
* Flexible and motivated
* Strong organisational and time management skills
* Strong written and verbal communication skills
* Able to relate effectively to others, on a one to one basis and within a team
* Good presentation skills
* Good computer literacy skills across Microsoft Office programmes including Word, Excel, PowerPoint and Outlook
* Awareness of diversity issues and works in a positive, non-discriminatory way

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