

JOB DESCRIPTION

Job Title	Training Manager (Maternity Cover for 13 months)
Department	The Bell Foundation
Reports to	Head of Training and Resources
Location	Cambridge
Role Purpose	To lead on the operational management of Bell Foundation training and resources across all programmes, managing training staff and training budget. To ensure successful development and dissemination of training and resources to have maximum reach and impact for beneficiaries and alignment with the overall objectives of The Bell Foundation.
Direct Reports	A team of trainers, plus ad hoc and seconded training staff and external consultants where applicable
Contract	Permanent
Salary	£37,565- £45,912
Main Responsibilities	<p>Training and Resources</p> <ul style="list-style-type: none"> Align programme objectives with training and resource development and delivery, developing plans, setting KPI targets and ensuring quality and evaluation Ensure the development, implementation and dissemination of training and resources across the Foundation’s integrated programmes, including EAL, International, ESOL and Criminal Justice Programmes. Manage the development, piloting, resourcing and implementation of “Language for Results International” ensuring robust evaluation systems are embedded and used to inform future development and potential investment Ensure the early planning, content development and dissemination of webinars, and articles to communicate the Foundation’s key messages and approaches Lead on the delivery of training and resources for partnerships of high strategic value <p>Quality Assurance</p> <ul style="list-style-type: none"> Working with the Strategic Education Advisor, manage the implementation of quality assurance and evaluation systems for all training and resources across the Foundation’s programmes, ensuring high standards for all outputs developed both internally and by external consultants or partners Ensure the efficient and effective management of team resources to carry out quality assurance of training and resources, ensuring volumes of work are managed in line with agreed programme objectives and timelines <p>Projects, Events and Partnerships</p> <ul style="list-style-type: none"> Lead, co-ordinate and contribute to relevant strategic projects and partnerships related to programmes as required (such as evaluation partnerships for Language for Results International)

	<p>Staff Management and Development</p> <ul style="list-style-type: none"> • Manage a team of Trainers to successfully achieve objectives providing leadership, motivation, appraisals and staff development opportunities • Manage the professional development of the training team ensuring they acquire the skills and expertise needed to work across all programmes, including EAL, International, ESOL and the Criminal Justice Programmes. • Ensure that learnings gained during the implementation of training and resources feed directly into staff management, development, and appraisals and bring about improvements in development and delivery • Manage external consultants to develop training and resources across programmes • Manage and evaluate the continuous professional development programme for Bell Foundation training staff in coordination with the Strategic Education Advisor <p>Budget Management</p> <ul style="list-style-type: none"> • Manage a training delivery budget in liaison with the Head of Training and Resources and Chief Finance Officer. • As required, contribute to the development and delivery of multi-annual plans aligning training resources, setting KPI targets and ensuring quality and evaluation to delivery as required <p>Other</p> <ul style="list-style-type: none"> • Keep up to date with educational and EAL issues and changes to policy and practice and new research • Provide academic, context, training and sector specific advice to The Bell Foundation in line with needs • Prepare and present papers for SMT, Programme Committee and the Board as required
	<p>Compliance</p> <ul style="list-style-type: none"> • Maintain the Foundation’s systems to ensure compliance with all current charity, data protection, equalities and other laws and regulations • Maintain the Foundation’s contact database and mailing lists in coordination with the Programme Coordinator
General	<ul style="list-style-type: none"> • To adhere to all statutory regulations and to Bell Foundation policies and procedures. • Protect at all times the confidentiality of information handled within the remit of the post. • Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with. • To work irregular hours, including occasional overnight stays and travel within the UK as required. • Undertake other duties commensurate with the post, which The Bell Foundation deems appropriate.

Compiled by	Katherine Solomon
Date	April 2021

PERSON SPECIFICATION

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Department	The Bell Foundation

ESSENTIAL	
Education Level	<p>Essential Qualifications required:</p> <ul style="list-style-type: none"> • Degree level with honours - (BA) honours or (BSc) honours • CELTA or equivalent • DELTA or equivalent <p>Desirable</p> <ul style="list-style-type: none"> • B.Ed., PGCE or equivalent • Masters (Applied Linguistics, TESOL, SLA, ELT, Educational Management)
Experience	<ul style="list-style-type: none"> • Experience working in a comparable role in either the charity sector, or in education • Experience of managing multidisciplinary programmes and teams to deliver a shared vision • Staff management including objectives setting, review and performance management, motivation and inspiration • Track record of excellence in teaching, learning, teacher training, and management in a UK and/or International context • Experience of designing and implementing training and resources for a range of audiences through a variety of mediums (online, face-to-face, blended) • Experience in developing and managing quality assurance and evaluation systems (including observation for quality assurance purposes, inspections and reviews of materials) • Current knowledge about education, EAL and the state education sector in the UK, and/or International contexts. • Up-to-date awareness of research, national and regional policies and initiatives regarding EAL and ELT • Experience of delivering programmes in line with objectives, timeline and budgets • Experience of planning and managing budgets in line with agreed objectives • Demonstrable experience in developing and maintaining collaborations with a wide range of partners • Excellent communication skills in both written and verbal with the ability to influence at a high level
Personal Skills/Qualities	<ul style="list-style-type: none"> • Ability to work under pressure • Ability to act as a representative of and ambassador for The Bell Foundation • Flexible • Ability and willingness to learn, innovate and evaluate. • Self-motivated, with drive and commitment • Excellent interpersonal skills and the ability to interact effectively at high levels with partners and key stakeholders • Ability to drive the development and delivery of the programme and able to think laterally and creatively about opportunities

	<ul style="list-style-type: none"> • Outstanding written communication skills including the ability to write for different internal and external audiences • Ability to process large amounts of detailed information and present them in a succinct and persuasive manner • Ability to maintain political impartiality and be discreet • Strong organisational skills that demonstrate the ability to deliver and manage a workload to deadlines • Well-developed ICT skills, including word-processing, Excel, database applications and projects • A team player, able to work both on own initiative and in a collegiate manner • Commitment to the Foundation's vision and mission
Special Requirements	<ul style="list-style-type: none"> • Occasional out of hours working may be required including occasional overnight stays.
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