

Job Description – HEAD of Programme (Employment and training)

**Line Manager:** Deputy Director

**Salary:**  £40,000 - £50,000 pa, depending on experience and location

**Location:** Leicester / London / Flexible

**Contract:** Full-time role / Flexibility or part-time considered

# Main Purpose

This is a key role within Learning and Work Institute, responsible for developing and delivering a high-profile programme of work focused on **employment and training**, including apprenticeships.

The role will involve shaping L&W policy positions, generating project ideas and leading funding proposals, designing and developing projects and programmes of work, building relationships with key stakeholders, and ensuring that our work makes an impact on policy and practice.

The ideal candidate will bring a strong understanding of employment and training; a track record in leading research and policy development, good research skills, strong relationships with a range of partners, and a commitment to improving policy and practice in relation to employment and skills.

# Duties and Responsibilities

* Help lead the development of L&W thinking on employment and training, providing internal and external expertise on this agenda.
* Raise the profile of L&W, and build and maintain a personal profile, strengthening L&Ws position as a recognised and respected thought leader in relation to employment and training.
* Develop and lead a programme of work on employment and training – ensuring work is delivered to time and quality expectations, within budget, and with appropriate measures of its impact.
* Support income generation, by generating project ideas, leading the development of both proactive proposals and responses to tenders, and building relationships with funders.
* Develop and maintain effective relationships and networks with key stakeholders – including national and local government, trusts and foundations, employment and training providers, and other research centres and think tanks.
* Line manage Research Managers and Researchers. Support the development and training of the wider R&D team.
* Demonstrate a commitment to equality of opportunity and a positive, open and collaborative approach in line with L&W’s core values and Staff Charter.

# Person Specification

|  | **Essential/ Desirable** |
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| Degree or equivalent qualification, or evidence of equivalent experience. | E |
| Strong understanding of current policy and practice in relation to employment and training. | E |
| Good quantitative and/or qualitative research skills, with an ability to design, develop and utilise appropriate methods to deliver high quality research and policy work. | E |
| Excellent written and spoken communication skills, with proven ability to communicate complex ideas clearly and compellingly. | E |
| Excellent networking skills with experience of building strong relationships with a wide range of stakeholders. | E |
| Demonstrable skills in generating project ideas and writing proposals, with a proven track record of securing funding | E |
| Proven track record in designing and delivering high quality projects and programmes of work in a fast-moving environment to meet funder’s requirements | E |
| Strong people-management skills with experience in supporting professional and personal development. | E |

L&W works across the UK. Our work in Wales is led by a Cardiff based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.

