

Job Description – NEW FUTURES PILOTS MANAGER

**Location:** Flexible

**Team:** Research and Development

**Line Manager:** Head of research

**Salary:**  £30,000-£39,000 per annum (pro rata)

**Contract:** Fixed term for 12 months; 3 days per week

# Main Purpose

This is a key role in the delivery of Learning and Work Institute’s “[New Futures” programme](https://learningandwork.org.uk/resources/research-and-reports/new-futures/). New Futures will support more than 6,000 people to upskill and reskill into new jobs. Five place-based pilots (two in England and one each in Wales, Scotland and Northern Ireland) will deliver targeted outreach to people whose jobs may be at risk as a result of the Covid-19 pandemic, high-quality careers advice and coaching, and flexible models of training. L&W is designing and managing the pilots, which will be delivered by partners, for example local authorities, voluntary and community sector organisations, and training and employment support providers.

The pilots manager role involves the management of partners delivering the five UK pilots to ensure activities are implemented as planned; supporting delivery partners to embed evaluation activities; and proactively working with the L&W project team.

The ideal candidate will bring strong project management skills, a track record of designing and delivering development or pilot projects, and experience in the delivery context for learning, skills and employment.

# Duties and Responsibilities

* Work with the L&W team to design the New Futures pilots. This includes undertaking desk research and engaging with key stakeholders and potential delivery partners.
* Manage partner organisations delivering the New Futures pilots. This includes working closely with the L&W project team and ensuring that pilot activities are implemented as intended – including to time and quality expectations, and within budget.
* Support pilot delivery partners to effectively implement evaluation and monitoring processes, following guidance from the L&W evaluation team, ensuring the impact of the pilots is captured.
* Contribute to the production of project and evaluation reports.
* Represent L&W with external stakeholders – including national and local government, training and employment support providers, and voluntary and community sector organisations.
* Contribute to a positive, open and collaborative approach, operating in line with Learning and Work Institute’s core values and Staff Charter.
* Demonstrate a commitment to equality of opportunity.
* UK travel and overnight stays will be required as appropriate.

# Person Specification

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| **Skills** |
| Well-developed skills in designing, managing and delivering a range of development or pilot projects. | E |
| Strong organisational and planning skills, that ensure work is effectively prioritised to meet deadlines. | E |
| Ability to work under own initiative with a proactive approach to problem solving. | E |
| Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, and partners. | E |
| **Knowledge** |
| Understanding of evaluation and monitoring approaches. | D |
| Understanding of learning, skills and/or employment policy and practice in the UK. | E |
| **Experience** |
| Proven track record in delivering projects to meet time and quality expectations, within budget. | E |
| Proven track record in the delivery of skills, careers and/or employment support at a local level. | E |

The successful candidate will have to undergo an enhanced DBS check.

Learning and Work Institute works across the UK. All staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.


Reviewed: May 2021