16-18 Programme Manager

Grade: 12

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council’s Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

The Skills and Employability service aims to ensure that Staffordshire’s young people and adults get the training and skills to access good and better jobs and employers have the skills to grow and prosper. Our mission is to create strong and effective partnerships which support our people to gain the knowledge, skills and confidence to achieve their ambitions and play a productive role in the growth of the Staffordshire economy.

The 16-18 Participation and Skills service is responsible for identifying the key learning and skills challenges facing Staffordshire and the Council and be accountable for developing and driving forward solutions which meet the Council’s aims and priorities for young people. The 16-18 Participation & Skills service is responsible for providing high quality advice and support to those 16-18 and those aged up to 25 with an EHCP (Education Health & Care Plan) and ensuring the availability of appropriate education and training provision to support participation.

**About the Role**

The 16-18 Programme Manager is accountable for providing specialist advice and support in all elements of commissioning, needs assessment, project design, project management and the support of business case development for 16-18 learning programmes and for those up to 25 with an EHCP in the County.

The role will support the Head of 16-18 Learning & Skills to ensure that Staffordshire’s young peoples learning needs and our statutory duties for the participation of young people, particularly the vulnerable, in education and training are met.

The 16-18 Programme Manager will contribute to the development of 16-18 learning & participation policy and strategy and for vulnerable young people, as well as supporting the development and raising awareness of the Council’s aspirations for the progression to employment of young people, particularly the vulnerable.

The role will support the development and execution of strategies which enhance the learning offer for young people in Staffordshire working with the learning and skills provider market e.g. working with schools and colleges to enable more young people to access appropriate education and training within their community.

This role will manage sustainable relationships with key partners and stakeholders in the learning and skills sector to develop the Staffordshire provider market, particularly for post 16 SEND. This includes working with schools, further & special education, voluntary and community sector, private and independent specialist training providers to develop provision that reflect local needs and priorities and maximises outcomes.

This post is designated as a casual car user.

Reporting Relationships

Responsible to:

* Head of 16-18 Participation & Skills

Responsible for:

* Skills & Further Learning Officer (x2)
* SEND Employment Development Officer

Key Accountabilities:

1. Manage and commission 16-18 learning programmes and initiatives including for those aged up to 25 with SEND.
2. Provide expert learning and education advice to ensure the cost-effective and appropriate support for post 16 young people in further education and specialist provision that balances outcomes and best value in meeting the needs of the learner.
3. Lead and develop a range of innovative approaches to the offer of learning for post 16 young people, particularly the vulnerable, and their progression to employment working with the learning provider market.
4. Design and lead on projects which maximise the opportunities and benefits of participating in education and training, particularly the vulnerable, across Staffordshire.
5. Collaborating with stakeholders, learning providers and the wider Skills & Employability service to design and develop the 16-18 learning programme strategy and develop plans for the County to support the learning offer.
6. Identifying and securing funding opportunities by developing proposals to enhance and develop provision for Staffordshire young people.
7. Programme and performance management of programme providers by managing contracts, funding agreements, claims and providers to ensure best learning outcomes of young people.
8. Manage and empower the 16-18 Programmes team to deliver its priorities and objectives ensuring a high performance culture.
9. Resolve any service delivery issues, including as an interface across the Council, with providers, parents/carers and learners within available resources and manage budgets and funding for placements and projects.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small**  **employer_small** | **Qualifications**   * Qualified in education, training or SEND (e.g. trained assessor, teacher) or significant sector experience. * Project Management qualification or significant project management experience | A  A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Demonstratable experience of successfully managing and motivating multi-discipline teams. * Knowledge of education, SEND and careers legislation and statutory duties for young people and their safeguarding. * Demonstratable experience in commissioning provision, and contract & performance management * Demonstratable experience of project development and working in partnership with stakeholders and providers to deliver outcomes * An understanding of the current challenges facing local government in post-16 education and SEND * Demonstratable experience in successfully managing financial budgets * Demonstrable experience of working with learning providers, parents/carers and education professionals. | A/I  A/I  A/I  A/I  A/I  A/I  A/I |
|  | **Skills**   * Interpersonal skills with the ability to build and maintain effective working relationships * Leadership skills. * Persuasion and negotiation skills. * Financial and budgetary skills. * Analytical skills with an attention to detail. * Planning, organising and coordinating skills. * Written, verbal and digital communication skills, with the ability to adapt communications to the target audience. * Ability to motivate and empower others | A/I  A/I  A/I/T  A/I/T  A/I  A/I/T  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300