

# Job Description- Managing Director

**To be instated from January 2024 or asap thereafter**

<b>Post:</b>	Managing Director
<b>Reports to:</b>	SEATS Board (Direct line manager- Chair)
<b>Hours of work:</b>	Initially, 0.4FTE, flexible availability in Essex and online
<b>Salary range:</b>	Up to 0.4FTE pro rata £75,000 (FTE pa) scaling up to 0.8FTE I think the budget was 0.6 (timing TBC)

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## Overview: working with the SEATS Board to:

1. Shape the strategic direction and report to the Board, on progress of the SEATS Business Plan, associated milestones, producing and leading the implementation plan.
  2. Budget development and oversee effective financial management.
  3. Lead brokering an industry-led product and service offer (including training, promotion, administration, business development and community engagement)
  4. Lead building customer relationships and service development planning
  5. Lead PR, marketing, and use of social media
  6. Ensure response and timely changes to operations of SEATS, to ensure currency and response to meet business and south Essex community needs.
  7. Provide external leadership in developing and sustaining key relationships with local authorities, employer representative bodies, Thames Freeport and education partners.
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## Responsibility for:

8. Management of approval and review processes and any other customer relations and operations processes required. This includes quality assurance and verification of standards met for the SEATS brokerage.
9. Ensuring the procurement and brokerage of education services to enable employer skills and training requirements are met
10. Management of the delivery/business support team, including any changes to staffing/consultant/professional services contractual arrangements.
11. Management of development of staff and contracted services (e.g. accountancy).
12. Management of contract compliance to ensure consistency of brokered partner arrangements, to agreed delivery models (adapting/updating this, where necessary).
13. Financial operational management, working with contracted services for audit and bookkeeping.
14. Management of employer and wider stakeholder engagement
15. Liaison with key stakeholders, including South Essex Councils.

16. Develop new and deeper relationships with key stakeholders, including the media, to advance the organisation’s aims.
17. Website development, social media and updating market presence and promotional activities.
18. Development of marketing collateral.

### **New opportunities**

Recognising the need to stay up to date, and consider new opportunities for SEATS to achieve its mission:

19. Develop partnerships and foster new service/contractual arrangements to supporting the growth and sustainability of SEATS, which facilitate industry-based delivery of apprenticeship standards, short course CPD and any wider professional training, which upskills, reskills and prepares the south Essex community for greater access to job opportunities in the region.
20. Ensure clarity of the value proposition for SEATS, which may change over time, and must align with employers’ needs, in support of regional economic growth and opportunities for residents.
21. Help SEATS to win contracts/grants from public bodies or develop social enterprise ‘spin offs’ to support the organisation’s mission.
  - Help the Board to ensure a sustainable income, including working with Directors to develop a fund-raising strategy.
  - Maintain awareness of risks and changes in the external environment that affect the organisation.
  - Ensure all insurances and compliance requirements (such as policies) are kept up to date.

**The duties and responsibilities listed are not exhaustive and SEATS may reasonably require the post holder to undertake duties and responsibilities not stated within this job description.**

### **Person specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ equivalent experience</b>	<p>Previous experience in development of apprenticeship and higher technical training and sales at management level are essential.</p> <p>Educated to Level 5</p>	<p>Commercial management expertise in further education / apprenticeship management</p>
<b>Experience and Knowledge</b>	<p>Long-term experience advising and supporting business owners and board-level leadership</p> <p>Business planning and operationalising leadership experience- in a directly related field</p>	<p>Experience of working with external partners and stakeholders</p>

	<p>Evidence of building relationships with public and private sector organisations, for regional impact in training</p> <p>Self-motivated-able to work under own initiative.</p> <p>Proven track record in the set up and management of a related industry-led training organisation</p> <p>Proven track record in the development of employer relationships</p> <p>Clear understanding of current apprenticeship reforms, vision of future markets and opportunities and how these relate to local sectors and the opportunities they present for apprenticeships</p> <p>Strong commercial/business awareness understanding of the local and national market and wider sector as well as understanding of local authority and SE LEP area skills strategies</p> <p>Ability to develop and manage solutions to promote apprenticeships and other opportunities</p> <p>Effective quality control and continuous improvement in all aspects of the post</p> <p>Must be well organised, presentable, professional and able to demonstrate a high level of accuracy</p>	
<p><b>Skills and attributes</b></p>	<p>Excellent management and organisational skills</p> <p>Ability to manage budgets</p> <p>Excellent communication and presentation skills</p> <p>Have personal IT skills e.g. word, excel, outlook etc. to a high standard</p> <p>Commitment to educational values</p> <p>Ability to work flexibly to meet changing needs</p> <p>High level of personal integrity and confidentiality</p> <p>Commitment to own learning and development</p>	