

# Job Description

**JOB TITLE:**

**Training & Community Education Manager**

**SALARY:**

**£28,000-£30,000 per annum 37.5 hours per week**

**LOCATION:**

**Across Epic Partners offices and project locations**

**ACCOUNTABLE TO:**

**CEO**

**Apply with CV to [paul.naylor@epicpartners.co.uk](mailto:paul.naylor@epicpartners.co.uk)**

**GENERAL INFORMATION:**

EPIC Partners is a charity with a small team of specialists that possess a diverse set of skills, ranging from sports activity facilitation to training, educational and teaching programmes. Our staff are drawn from a variety of backgrounds, but we have one common purpose, to enrich the lives of the communities that we serve.

**JOB PURPOSE:**

The role will manage the department staff team and work closely with the CEO and Management Team to achieve the goals laid down by the Board of Trustees. To develop and meet all outcomes agreed with funding organisations and, in conjunction with the CEO, ensure that there is a strong pipeline of new income through contracts, tenders and funding opportunities to achieve the stated financial objectives for Epic.

The role will produce, deliver, and develop training programmes to meet the need of NEET, apprentices and skills support for the unemployed. Maintaining and developing relationships with like-minded providers, local authorities, YOT and JobCentre Plus to build on footfall to generate income. To use experience of partnership working and identifying opportunities to increase income generation for sustainability, attending meetings and events where appropriate.

The role will involve a high level of autonomy in all areas of managing a department and will support Epics growth and development. The role requires a high level of community training, education knowledge and experience in setting systems in place that will maximise the income and sustainability of all Epics training programmes and other related services; with an ethos and hunger to expand the services offered and ensure service users receive the maximum support possible.

**DUTIES AND RESPONSIBILITIES OF THE POST:**

1. To manage the overall day-to-day running of the Training & Community Education Department, taking a lead on recruiting, training, and managing staff, volunteers, and trainees, liaising with the CEO appropriately.
2. To consult and work with the local community, partners, and service-users to ensure Epic establish and maintain good relations, gain referrals, and improve service experience overall.
3. To devise and oversee training programmes in a range of creative, inspiring ways, taking account of the needs and any barriers to engagement of the target beneficiary group. Conduct training needs assessments with staff and agree learning plans.

4. Assist in project development and the design of training and assessment strategies. To prepare and maintain course registration and associated paperwork for external organisations and for accreditation purposes, and to provide staff with information, advice, and guidance relevant to individual client needs and circumstances.
5. Research, identify and source appropriate income and funding opportunities.
6. Working in collaboration with the CEO, draft, and complete high quality income funding/grant/contract applications in line with the requirements of potential funders and with reference to their published guidelines and agreed deadlines, to ensure there is a strong strategic pipeline of new financial opportunities being applied for to support growth.
7. Ensure appropriate monitoring, evaluation, and reporting is completed and returned within agreed deadlines, recommending, and implementing change as appropriate.
8. Participate in creating, developing, and monitoring quality data assurance systems to measure operational performance against agreed standards, particularly ensuring reports are achieved within timescales.
9. To work closely with the Finance manager to ensure all financial records reported, and forecasts for future performance are accurate, reviewing the department finances and forecasts monthly.
10. To support staff to produce, develop and deliver a range of training programmes and in conjunction with external agencies where required; and to provide accredited and nonaccredited courses where applicable.
11. To work within Epics management structure to ensure all policies, procedures and systems are complied with, including health, safety and well-being of staff, volunteers, and service users. Attend relevant management and Trustee meetings; undertake staff supervision and appraisal processes to enable continuous improvement of the staff team and your own development
12. To raise the profile of Epic Partners services and take part in promotional and marketing activities as required, including the development of appropriate promotional materials in line with the corporate branding for inclusion on Epics website, newsletter, Face Book, Twitter, and social media sites to promote, market and advertise services, initiatives, and events.

*Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post.*

**DEVELOPMENT & TRAINING:**

To respond positively to new and alternative systems, undertaking training and development activities as identified.

**HEALTH & SAFETY:**

To comply with relevant health & safety legislation, policies, and procedures in the performance of the duties and responsibilities of the post.

**EQUALITY & DIVERSITY:**

To comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety, and equality and diversity, to ensure all activities are accessible.

**CONFIDENTIALITY & DATA PROTECTION:**

The Company requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All staff are also subject to the Data Protection Act.

Epic Partners is committed to safeguarding and promoting the welfare of children and young people. An enhanced Disclosure and Barring Service check and Safeguarding qualification is required for this role.

Will be able to drive and have access to own transport and carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post.