



Job Description and Person Specification

Job Title

Skills and Training Development Mgr.

Job Details	
Grade	8
Service	Skills, Employment & Adult Education Service
Location	Various
Job Evaluation Code	D2869D

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>The post holder will be required to:</p> <p>Lead the development, coordination, and delivery of innovative, customer-focused programmes that support Skills, Employment & Adult Education Service Plan, and Coventry Skills Strategy, particularly in relation to Health & Social Care, Early Years Education, Green Literacy/skills and Warehousing & Logistics pathways. This includes managing large-scale, multi-agency projects targeting economically inactive residents, building local and sub-regional partnerships, and ensuring that programmes are effective, inclusive, and aligned to One Coventry strategic priorities.</p>

Key Responsibilities and Accountabilities
<ul style="list-style-type: none"> Maintaining understanding of national and local skills, employment, and community learning policy. Advise managers how this can be translated into local programme interventions.
<ul style="list-style-type: none"> Ensuring programmes align with the Council's broader strategic priorities including economic growth, social inclusion, skills development, and sustainability.
<ul style="list-style-type: none"> Developing strong partnerships with stakeholders across the public, private, community, and voluntary sectors locally, regionally
<ul style="list-style-type: none"> Designing and lead the delivery of integrated education, skills, and employment programmes tailored to the needs of unemployed and economically inactive residents, particularly those facing complex barriers.
<ul style="list-style-type: none"> Managing the delivery of programmes and projects through contracts and agreements to meet the needs of customers; deliver agreed outcomes; ensure targets are completed on time, within budget; and in line with the Skills, Employment & Adult Education priorities. Specifically: <ul style="list-style-type: none"> Managing performance of the programmes and/or projects by using performance data to measure and report on the performance and impact of the work, and to actively contribute to the continuous improvement of the work. Managing programme and project risk, maintaining risk registers and advising senior managers and clients of any foreseeable risks associated with a project as they arise Gathering customer feedback to influence the on-going improvement of the work area. Ensuring that all contractual and procedural records are organised and kept in accurate filing systems
<ul style="list-style-type: none"> Managing the delivery of programmes and/or projects of significant value (financial responsibility of between £1m - £3m over a 3-year period), in accordance with Council policies and, funder requirements. This includes responsibility for managing expenditure within budgets, establishing robust financial processes to ensure resources are deployed and managed effectively to deliver

<p>outcomes set; and all systems are robust and can withstand the rigours of internal and external audits.</p>
<ul style="list-style-type: none"> Identifying opportunities for external resources or income generation which will deliver the priorities of the Service. Work jointly with colleagues and partners to secure resources where appropriate to enable place based integrated service delivery.
<ul style="list-style-type: none"> Advising senior managers and elected members on the progress of programmes and projects. Write briefing notes, cabinet reports and produce and deliver presentations where appropriate, present reports at cabinet member and partnership board meetings as appropriate. Lead internal reviews and contribute to external inspection, audit, and compliance processes (e.g., Ofsted, ESFA, Matrix).
<ul style="list-style-type: none"> Promoting innovation in curriculum design, delivery models, digital inclusion and equality of opportunity in learning and employment opportunities, particularly in relation to Health & Social Care, Early Years Education, Green Literacy/skills and Warehousing & Logistics pathways.
<p>Any other duties and responsibilities within the range of the salary grade</p>

Key Relationships			
External:	DWP – Job Centre Plus Prospects/National Careers Service Employers – particularly within Coventry Anchor Alliance Voluntary and community sector organisations Housing Associations	Internal:	Adult Education staff Skills & Employment Team Community Resilience Team #CovConnects - Digital Inclusion Team Migration & Resettlement Team Library Services Family Hubs

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. any other duties and responsibilities within the range of the salary grade.

Responsible for
<p>Staff managed by postholder:</p> <p>(Lead) Tutor(s)</p>

Person Specification	
Requirements	
Knowledge	<ul style="list-style-type: none"> Understanding of national and local skills, employment, and community learning policy
Knowledge	<ul style="list-style-type: none"> Understanding of project management principles, including delivery planning, risk management, financial oversight, and impact measurement

Knowledge	<ul style="list-style-type: none"> Understanding of safeguarding, GDPR and equity and inclusion legislation and principles
Knowledge	<ul style="list-style-type: none"> Understanding of the local labour market, linking Barrier Breaking services to learning and employment opportunities
Knowledge	<ul style="list-style-type: none"> Understanding of the challenges and barriers faced by economically disadvantaged and vulnerable individuals with regard to accessing and progressing within education, training and work
Skills And Ability	<ul style="list-style-type: none"> Networking to establish and maintain effective partnership working. Skills to influence and negotiate outcomes, work collaboratively with others to achieve shared goals, nurture new working relationships and partnerships.
Skills And Ability	<ul style="list-style-type: none"> Influencing and negotiation skills with internal and external stakeholders
Skills And Ability	<ul style="list-style-type: none"> Securing, planning and deploying financial resources within a complex and dynamic environment.
Skills And Ability	<ul style="list-style-type: none"> Analysing information from a variety of sources and produce performance information
Skills And Ability	<ul style="list-style-type: none"> Working as part of a team and on own initiative, demonstrating flexibility and resourcefulness and ability to produce information from IT systems in a clear format.
Experience	<ul style="list-style-type: none"> Leading, motivating and managing a team of people to achieve results e.g. improving service quality and outcomes preferably in the adult education sector
Experience	<ul style="list-style-type: none"> Developing, and delivering community /employment and enterprise programmes and projects, in partnership with stakeholders, to achieve desired outcomes across different sectors
Experience	<ul style="list-style-type: none"> Negotiating with and influencing partners, government, funders and client groups
Experience	<ul style="list-style-type: none"> Performance and contract management
Qualification	<ul style="list-style-type: none"> Educated to degree level in a relevant field or equivalent/demonstrable work experience (e.g., education, regeneration, public policy, social science).
Qualification	<ul style="list-style-type: none"> Project Management qualification (e.g., PRINCE2, Agile) or equivalent experience

Special Requirements	<ul style="list-style-type: none"> Occasional evening and weekend working This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Yes			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/Created By:	Howard Croft		
Job Title:	Senior Curriculum & Operations Manager	Date:	29/07/2025