

Job Description

Post: Centre for Growth Programme and Events Manager

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Plan and deliver Centre for Growth learning and development programmes end-to-end, from initiation through to evaluation and close, including logistics, timetabling, marketing, monitoring, resources and evaluation.
- Oversee the scheduling of the Centre for Growth professional learning offer, internally and with external partners.
- Track engagement, attendance and completion; maintain accurate records and use data to identify risks and drive improvement.
- Lead projects for the Centre for Growth with simple, clear project plans (scope, milestones, dependencies, risks), maintaining disciplined routines and effective communication to ensure delivery on time and to a high standard.
- Coordinate trust conference and other events across academies, the Centre for Growth and multi-functional teams, leading on mapping and tracking workstreams, project control, and delegate coordination, improving our offer each year.
- Oversee the development, refinement and maintenance of systems and business processes for the Centre for Growth activity streams.
- Develop and lead a Centre for Growth communications strategy, ensuring that communication about professional learning with academies and wider networks is aligned and effective and available communication streams are maintained and utilised.
- Lead internal financial monitoring for Centre for Growth and Bradford Research School leaders to track funding streams, costing projects and managing MOUs with external partners.
- Provide line management of Centre for Growth administration staff as appropriate.
- Build excellent relationships with key stakeholders; communicate with clarity and pace, highlighting issues and proposing solutions and representing the Centre for Growth to a high standard.
- Ensure projects align to trust priorities and ways of working, supporting agility and process improvement.
- Manage suppliers and external partners where relevant, ensuring quality, value for money and delivery against agreed expectations.
- Ensure compliance with relevant trust policies (including data protection and health and safety) and maintain appropriate confidentiality.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by your manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.