

<b>Job title</b>	Education Manager
<b>Reports to</b>	Head of Education & Events
<b>Responsible for</b>	Community Governance Programme Leader CiLCA Lead Officer Induction Support Officer(s) Education & Events Officer
<b>Hours of work</b>	37 per week
<b>Salary</b>	SCP 18 – 23 £30,559 - £33,366 Plus Local Government Pension Scheme
<b>Location</b>	Home based with occasional travel to SLCC Head Office and Events

## About you:

This new key role demands a visionary leader who can strategically manage and innovate whilst ensuring excellence and consistency are maintained across all of our educational offerings. You will possess a deep understanding of educational frameworks, a passion for promoting academic growth, and the ability to drive high standards of teaching and learning.

You need to be highly organised, adaptable, resilient and a strong team player ensuring you interact with colleagues across all departments.

If you think this challenge is for you, join us in shaping the future of education in the local council sector and making a significant impact on our students journeys across all levels.

## Main duties

- To lead and enhance the education offering provided by the SLCC
- Work closely with Head of Education & Events when setting & monitoring the educational departmental budgets
- Function as a key stakeholder on academic boards (including but not limited to) Community Governance Programme Management Board, Improvement & Development Board, National Training & Advisory Group and SLCC board working groups
- Monitor industry trends to identify emerging educational needs and opportunities
- Work closely with industry experts, academic institutions, and accreditation bodies to ensure our qualifications remain relevant and high-quality
- Frequently engage with members and students to gather feedback on educational offerings
- Foster a culture of continuous improvement and innovation within the team.
- Monitor and report to the Head of Education & Events the team's performance and project outcomes
- Support the Community Governance Programme Leader with the De Montfort University Collaborative Review due every five Years and be willing to sit on the panel for re-validation

- Administer the registrations received for our Higher Education Offering across all four levels, ensuring data is captured, monitored and transferred to DMU in a timely fashion
- Liaise with our teaching team to provide content updates to the module handbooks and student information ahead of students commencement on the programme
- Collaborate with our Marketing Team and provide updated content for the qualifications booklet, website pages, promotional literature and products for prospective students
- Liaise with the Community Governance Programme Leader to set up any virtual study sessions, ensuring these are recorded and uploaded to the VLE within 48 hours
- Provide support to organise three 24 hour study days, three times a year for each of the levels of study
- Co-ordinate the annual Community Governance Celebration event, liaising with our Venue Finding Service, or graduating students to obtain a suitable facility to host this
- Work with the eLearning & Virtual Training Officer to develop content suitable for our higher education students as an addition to the content already provided
- Redesign one of our historical in-house induction courses to achieve accreditation as a Level two award enhancing its professional value and aligning it with industry standards
- Play an active role in revising the CiLCA portfolio for its 2026 launch, ensuring awarding bodies are keep up to speed with its development and sharing experience and knowledge with the team
- Work with Brightspace and Momentum e-learning to ensure high levels of student satisfaction when using these platforms
- Work with Brightspace to develop a trainers platform where Learning & Development opportunities can be offered and recorded to ensure the CiLCA Recognised Trainers maintain a level of CPD
- Develop a suite of information for CiLCA Recognised Trainers that includes (but is not limited to) contracts for trainers, SLA's and sample training material
- Ensure the quality of the CiLCA Recognised Trainers, recently transferred to the SLCC is strengthened and provide a means for communication for all trainers through the new VLE
- Organise, facilitate and present sessions at the CiLCA Recognised Trainer Forums
- Maintain and promote a professional register of CiLCA qualified clerks
- Provide support to the Education & Events Officer who will administer the CiLCA qualification and work together to prepare documentation for the awarding body
- Report on a monthly basis the stats in terms of registrations and completions across all levels of SLCC qualifications
- Regularly review and update policies to meet best practices in education
- Liaise with Marketing & Communications team to ensure marketing across our education offering remains current
- Work with and strengthen the relationship with our academic partners De Montfort University & Ascentis

- Work with awarding bodies to ensure compliance with external verification and produce documentation for verification visits which occur bi annually.
- Further develop with the Head of Education & Events the SLCC apprenticeship programme, speaking to national apprentice agencies to strengthen the position of our sector
- Present at in person & virtual conferences the benefits of SLCC qualifications
- Respond in a professional manner to all student, tutor and trainer queries
- General Office Tasks: Assist with general office-related tasks as required
- Undertake duties and activities as may be reasonably requested of you as an Officer of the SLCC

<b>Person Specification</b>		
<b>Experience</b>	<b>E</b>	<b>D</b>
Experience of working within the further education sector	X	
Ability to prioritise, work under pressure and to meet strict deadlines	X	
Ability to engage with both students and lead a successful team	X	
Demonstrates exceptional problem-solving skills when under pressure	X	
Experience engaging with external stakeholders and representing an organisation professionally	X	
Experience of working within the Local Council Sector		X
<b>Skills</b>	<b>E</b>	<b>D</b>
Exceptional organisational & communication skills	X	
Excellent project management skills with the ability to handle multiple priorities	X	
Enhanced written skills	X	
Proficiency in Microsoft Office suite	X	
Active listening and interpersonal skills	X	
Ability to motivate and inspire others	X	
Working knowledge of Brightspace and or other Virtual Learning Environments		X

E – Essential, D - Desirable