

ROLE PROFILE

ROLE TITLE	Employment and Skills Programme Manager
DEPARTMENT	Thriving Communities
DIRECTORATE	Customer Experience
RESPONSIBLE TO	Head of Thriving Communities
RESPONSIBLE FOR	Better Days My Work Team

ROLE PURPOSE

To provide leadership to Orbit's Better Days My Work Team (employment and skills). You will be responsible for employment and skills programmes providing quality jobs, digital access and an ambitious skills agenda linked to externally funded provision. We know getting this right helps us reduce rent arrears and sustaining tenancies, so this work is core to the business.

This role will build partnerships with Local Authority partners, DWP, providers of skills funded training and other external partners. Responsible for identifying, securing and managing commercial opportunities to enhance services to Orbits customers as well as the wider community. The role will oversee and grow commercial opportunities within employment and skills provision

To drive activities that enable growth for employment and skills, utilising existing and new evaluation tools that enable Orbit to measure effectiveness of direct delivery as well as business and social returns.

ACCOUNTABILITIES / RESPONSIBILITIES

Statement of the main areas of accountability and responsibility

- Responsible for the development of Orbits Thriving Communities employment and skills team, leading strategically the operational direction of the team and day to day delivery, including overseeing the establishment of targets and performance indicated for the team.
- Taking an active role within the Thriving Communities Senior Management Team overseeing activity across the department.
- Develop and oversee a framework for the employment and skills team which implements and manages employer engagement and develops an effective recording and evaluation system for employer engagement
- Identify and develop strategic partnerships including LA's, CCG's, LEP's, trusts, foundations, private companies, Independent Training Providers, HE/ FE

providers and DWP with a key focus on inward investment to enhance employment and skills outcomes for customers.

- Accountable for managing, monitoring and reporting performance and evaluation to Management Teams and external funders / stakeholders.
- Accountable for managing, monitoring and controlling both internally and externally contracted programmes, budgets and associated employment grants to enable efficient delivery within a tight funding environment.
- Ensure a high and consistent quality of service through responsibility for team performance including identifying training needs and employee development, performance management and lead on the development of Matrix or other accreditation of the service.
- Lead on communications, including marketing and promotion of the service maximising positive PR for Orbit.

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS

Essential	<ul style="list-style-type: none"> • Demonstrable experience in developing and or delivering employability and training programmes. • Demonstrable knowledge and experience of skills funded provision for customer/ colleague benefit. • Demonstrable knowledge of green skills and the net zero carbon agenda in relation to skills and employment. • Previous experience of service development within a community or voluntary sector setting. • Previous experience of leading a team and working across organisations to develop coherent delivery plans. • Ability to build effective networks and partnerships that lead to revenue generation/ funding and increased outcomes for customers. • Ability to communicate effectively to a range of internal and external audiences, both verbally and in writing with LA Directors, LEP's and other strategic partners. • Experience of developing and securing external funding with partners as well as managing delivery. • Excellent project and contract management skills (e.g. Agile/ Prince 2 or equivalent experience).
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	<ul style="list-style-type: none"> • Proven track record of forming constructive external partnerships. • Knowledge and understanding of relevant government strategy, policies and employment trends and their implications for the service and our customers. • Established track record of delivering results and continuous improvement in service delivery. • Ability to travel to meet the requirements of the role which covers the whole of Orbit geography.
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Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	