

stansted

employment & skills academy



STANSTED AIRPORT EMPLOYMENT & SKILLS ACADEMY - MANAGER SALARY £42,500

'Play YOUR part in the Stansted employment revolution'

It's all change at Stansted Airport and here's your chance to fly in a pivotal role. As one of the fastest growing airports in the country and with a projected additional 5,000 jobs over the next 5 years, Urban Futures is working in partnership with BAA to ensure that airport employers skills and employment requirements are met through investment in training and in work support.

The Stansted Airport Employment & Skills Academy, a major new investment in the growth of the airport, is now open for business. We have the money in place; we have the partners on board; we are making the key strategic links across the county and beyond – we now need the right people to lead, develop and support the growth of the Academy.

Are you the person to drive forward this major new initiative. We need a highly motivated individual able to network at the highest levels utilising creative management skills and enthusing and involving all who come in contact with the Academy. Your communication skills will be key, as will your ability to present a flexible and credible service to airport based and non airport based employers. You will be experienced in both public and private sector working practices and funding initiatives and you will have extensive procurement expertise, particularly in securing training and employment support contracts.

Interested? Then come on board by contacting our HR department for an application form (CVs accepted as additional info but you will still be required to fill out an application). Please contact:

Tracy Brosnan
HR & Central Services Manager
Tel: 020 8352 5900
Email: tracy.brosnan@urbanfutures.org.uk

If you would like an informal discussion about the role prior to application, then please contact one of the following:

Steve Delaney
Chief Executive
Urban Futures
Tel: 020 8352 5923
Mob: 07967 361739

Valda Edmunds
Community Relations Manager
BAA
Tel: 01279 664019
Mob: 07900 328908

Closing date for applications is Friday 9th May 2008

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JOB DESCRIPTION - STANSTED AIRPORT ACADEMY MANAGER SALARY £42,500

Responsible to: Operations Manager (Employment & Skills)

Responsible for: 2 x Trainers/ Job Brokers

Purpose of post:

An exciting and major new opportunity to lead and develop the Stansted Employment & Skills Academy and support employers to fill airport vacancies as well as supporting the upskilling of the existing workforce. The role will include high level networking with a range of statutory and private organisations and companies and the postholder will need to demonstrate finely tuned communications, interpersonal and influencing skills.

In addition, the postholder will profile, across Essex and neighbouring counties and north London, the range and variety of careers available at the airport supporting a small dedicated staff team delivering employment skills training, career advice, and employer support initiatives. Your relationships with airport based employers will be crucial to the success of the Academy and you will need to continually review service delivery and the Academy 'offer' to ensure service delivery is to the highest standards and relevant to employer needs.

Last but not least, you must be able to write and develop funding bids, particularly in the public sector, to ensure the ongoing sustainability of the Academy, building partnerships and alliances where required and securing the relevant accreditations crucial to securing credible deliverer status.

This initiative is a partnership approach between BAA and Urban Futures (UF) and you will be required to monitor service delivery through established quality management systems delivering monthly/ quarterly/ annual reports as required.

Main duties and responsibilities:

1. To strategically manage the Stansted Airport Employment & Skills Academy in delivering employment training, careers advice, job brokering, and employer support services across the Stansted Airport employment areas as well as in other non airport employment zones such as Harlow, Cambridge and surrounding areas.
2. To keep under constant review the service offer of the Stansted Airport Employment & Skills Academy ensuring service delivery meets the requirements of prospective trainee beneficiaries and more crucially the requirements of Stansted Airport and non airport employers.

3. To develop new service provision in line with 2 above to ensure training courses are time lined in meeting employer objectives and to ensure flexibility of service provision as well as funding regime requirements.
4. To line manage and co-ordinate the work of colleagues to deliver the aims and objectives of the Stansted Airport Employment & Skills Academy meeting output/ outcome targets of existing and potential new funders and providing supervision and support.
5. To network extensively across the Essex, neighbouring counties and north London meeting key stakeholders in the public, private, voluntary and community sectors raising the profile of the Stansted Airport Employment & Skills Academy and profiling the potential linkages with localised and borough based employment & skills strategies.
6. To develop effective and robust marketing strategies which will ensure the high profile of the Stansted Airport Employment & Skills Academy and will complement/ support the expansion plans of the airport as detailed by BAA.
7. To work in partnership with mainstream agencies, such as Job Centre Plus/ Learning & Skills Council/ Harlow College and associated training providers to ensure seamless delivery of services to beneficiaries and to bring additional value (particularly Train to Gain) through partnership working.
8. To work in partnership with the Stansted Airport based Union representatives to support and enhance the Union's workbased learning programmes.
9. To gather and disseminate information which will help the strategic direction and development of the Stansted Airport Employment & Skills Academy including an employment and skills audit of target areas, identifying skills gaps, new development opportunities, etc and ensuring service delivery tackles barriers to inclusion.
10. To work proactively across the board to ensure that the Stansted Airport Employment & Skills Academy and service provision is in line with the requirements of the broader labour market, employers and those seeking work, particularly those most at a disadvantage in the labour market.
11. To take responsibility for the Stansted Airport Employment & Skills Academy budget in line with Urban Futures' financial management systems, ensuring that resources are spent in accordance with funding requirements, and ensuring that systems are maintained recording income and expenditure profiles.
12. To maintain robust recording systems in respect of project targets, outputs, and outcomes as required for Urban Futures, BAA and the London Development Agency (LDA) as principal funders, working closely with other Urban Futures Monitoring staff and other staff subsequently employed by the project.
13. To lead on resource procurement and develop, with the support of the Urban Futures Operations Manager (Employment & Skills), the Forward Strategy post current funding regimes.
14. To facilitate any appropriate sub groups/ working parties and to participate in and contribute to operational decision-making including the preparation of reports for both Urban Futures/ BAA internal usage but also for wider partner benefit and Academy profile.
15. At all times to work to actively implement Urban Futures' equal opportunities, equalities, health and safety and other relevant policies as stipulated by statutory requirements.
16. To undertake any other duties requested by Urban Futures/ BAA senior managers consistent with the basic objectives of the post.

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PERSON SPECIFICATION - STANSTED ACADEMY MANAGER

No:	Knowledge/Experience:	Essential Application/ Interview	Desirable Application/ Interview
1.	Significant and demonstrable experience of developing and implementing high profile employment & skills initiatives	✓ A/ I	
2.	Significant and demonstrable experience of high level partnership working and networking with external agency middle/ senior management	✓ A/ I	
3.	Significant and demonstrable experience of managing an office environment including adherence to all Health & Safety and other employment working practices legislation	✓ A/ I	
4.	Significant and demonstrable experience of line management of staff and ability to support self development opportunities/ appraisals/ and work based support	✓ A/ I	
5.	Significant and demonstrable experience of resource procurement - any	✓ A/ I	
6.	Significant and demonstrable experience of resource procurement in an employment & skills/ public sector environment		✓ A/ I
7.	Significant knowledge and understanding of the issues associated with regeneration in inner city/ multi-cultural / rural/ disadvantaged areas and how this relates to training and employment particularly in a public sector context	✓ A/ I	
8.	Significant and demonstrable budgeting and financial management experience	✓ A/ I	
9.	Understanding of the political and economic context of the public, private and community sectors and knowledge of current funding regimes	✓ A/ I	
10.	Experience of marketing strategies aimed at maintaining high level profile		✓ A/ I
11.	University or similar level of formal education		✓ A/ I
	ABILITIES		
11.	Ability to communicate to a very high standard both verbally and in writing through reports as well as researching and analysing data and information	✓ A/ I	
12.	Ability to use a variety of computer programmes, including word processing and spreadsheets	✓ A/ I	
13.	Ability to work flexibly, creatively and under own initiative	✓ A/ I	
14.	Ability to work flexibly attending occasional meetings outside normal working hours and at a variety of venues	✓ A/ I	

15.	Full driving licence and access to a vehicle		✓ A/I
16.	Ability to speak in public and to the media	✓ A/I	
	COMMITMENT		
	Commitment to delivering the highest standard of service delivery in partnership with a variety of agencies/ organisations	✓ A/I	
	Commitment to the Company's Equal Opportunities and Health and Safety Policies and an ability to understand and implement these.	✓ A/I	
	Commitment to applying equal opportunities policies to planning and implementation.	✓ A/I	