



Job Title	DART Training Manager	Position type	Permanent
Location	Shardlow	Line Manager	Operations Director
Hours	37.5 hours per week	Salary	£38,000 pa

DART MISSION:

To be the leading provider of outstanding skills training and achievement for the land-based sector.

DART VALUES:

Dedicated - we are passionate about protecting the heritage and future of the land based sector by meeting the skills needs of learners and employers.

Aspire - we encourage aspiration and ambition in our learners, employers and staff to maximise their potential.

Responsibility -we encourage individuals to be responsible and accountable for their actions and decisions, and we support communities and environmental sustainability through our behaviour.

Team - we recognise and respect the diversity of our learners, employers and staff and value their individual contributions in achieving success.

JOB DESCRIPTION

Responsible for: the day to day operational management of DART Training, to ensure outstanding delivery as a leading land-based provider for apprenticeships and traineeships. To monitor and report on the Contract and business KPIs. DART Training is part of the Reaseheath Group, and this role is part of the College Management Team at Reaseheath College and therefore regular travel to the College in Nantwich, Cheshire is expected.

SPECIFIC RESPONSIBILITIES

Corporate

- Work collaboratively with the Operations Director and DART Senior Management Team to set the direction and strategy for DART Ltd both in the short and long term, ensuring this is aligned to the Reaseheath Group's strategic direction.
- Take ownership of and deliver DART's Strategy through the development of effective operational objectives and actions.
- Build a dynamic team through effective people management which ensures accountability and clarity of objectives and which utilises and develops skills, knowledge and competencies of all staff members.
- Ensure that a consistently outstanding level of learning, learner and employer experience is achieved in line with KPIs.
- Effectively chair the SMT meetings ensuring full involvement and contribution by all members. Ensure performance is tested and challenged, problems are resolved and effective and timely decisions made and implemented.



- Monitor, report and present to Reaseheath Group Apprenticeship Meetings on all company KPIs
- Report on specific performance to the DART Board meeting, where required.
- Ensure compliance with funding body and awarding body requirements.
- Role model the DART Values as a member of the Senior Management Team and ensure these values and behaviours are demonstrated by staff and apprentices in all activities
- Act as the external ambassador for DART Ltd at employer events, provider networking events and marketing events.
- Take corporate responsibility for monitoring the accuracy of the information contained on the Apprenticeship Service for DART Ltd

Operations

- Work collaboratively with Reaseheath Training to identify and share best practice and shape to customer need; and identify opportunities for the development of new Apprenticeship programmes
- Ensure DART Ltd delivers innovative delivery programmes, which meet industry needs. Review employer feedback and ensure programmes are refined and improved.
- Responsible for monitoring, reporting and presenting of the funding body contract to DART and Reaseheath Group Apprenticeship meetings.
- Maintain corporate visibility of all levy/employer contributions and ensure they are received in a timely manner
- Ensure all complaints are effectively managed and dealt with in a timely manner and any areas for improvement are implemented.
- Lead the team meetings to drive performance and quality improvements. Ensure proposals are escalated to SMT for decision where appropriate.

Performance/Quality

- Take accountability for ensuring a high quality of learning and assessment provision across DART Ltd; proactively identifying any performance/quality gaps and addressing these robustly and effectively.
- Produce DART's Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)
- Take responsibility for the effective allocation, management and performance of all subcontracted provision.
- Produce and present evaluative reports for DART Board and Reaseheath Group Apprenticeship meetings



- Utilise and closely monitor MIS reports monthly to ensure year on year improvements in both TAR and OAR
- Work collaboratively with Reaseheath Group departments such as Quality, LSC and Careers/IAG to seek advice and guidance, share good practice and implement high quality practices and procedures.
- Co-ordinate and manage preparation for any Ofsted inspection and/or Audits, and deputise for the Operations Director as nominee or lead if required.

Facilities, Finance and Resources

- Act as the Designated Safeguarding Lead for all safeguarding issues. Refer to Reaseheath Group Safeguarding Leads for guidance or support for complex issues.
- Take responsibility for health & safety across DART Ltd, ensuring effective risk assessments, legislative compliance and funding body requirements and promote a safe working environment for staff and learners. Refer to Reaseheath Group Health & Safety Manager for guidance or support for complex issues.
- Ensure the highest levels of safeguarding and H&S standards are maintained at all times
- Ensure all activity is undertaken in an efficient, cost effective and timely manner
- Ensure the effective operation of DART Ltd by ensuring clear processes and practices are in place, clear levels of accountability and authorisation are set and followed and advice/guidance is sought from Reaseheath Group where appropriate.
- Work collaboratively with Reaseheath Group support departments such as facilities management, finance and payroll, human resources, health and safety, marketing, safeguarding/wellbeing and information technology, to ensure processes and practices are consistent across the Group.
- Act as the DART contact with Reaseheath College HR team, seeking professional advice and guidance where appropriate and ensuring the Director of HR is notified of any potential employee relations situations or litigation.
- Effectively line manage your team, ensuring clarity of objectives, regular reviews, clear and robust performance management, motivation and development, and supportive action if performance falls. Ensure your management decisions are fair and transparent and support your managers to effectively manage their teams in a similar manner.
- Prepare and first line authorise monthly payroll and expenses submissions for DART Ltd.
- Authorise invoices within your designated financial level of spend, and refer upwards for final sign off in accordance with the financial approval process.
- Recommend an organisational training and CPD budgeted plan for the year for DART Ltd, submitted via SMT.



- Produce a draft budget for DART Ltd annually, submitted to the Operations Director.
- Effectively monitor DART budgets in line with financial regulations and the budgetary control process to ensure continued viability of the business
- Ensure that DART Ltd drives efficiencies, reduces waste and achieves value for money

ADDITIONAL INFORMATION

DART Ltd is a training provider operating within an ever-changing educational environment and all staff are expected to participate constructively in DART events and activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance review interview and will be varied in the light of the changing business needs of the organisation.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the role.

PERSON SPECIFICATION

Required Qualifications:

- Grade C or above in Maths and English (level 2 or equivalent)
- Management qualification or significant experience of managing at a senior level in this type of environment

Desirable Qualifications:

- Certificate in Education or equivalent
- Minimum Level 4 qualification in a relevant discipline
- Assessor qualification (TAQA or A1)
- Internal verification qualification
- IOSH qualification
- Safeguarding qualification

Required experience:

- Substantial current relevant apprenticeship industry experience
- A demonstrable track record of successfully delivering and leading government funded schemes for work-based learning including Apprenticeships and Traineeships
- Substantial experience of contracts management
- Substantial experience of managing multiple teams
- Demonstrable evidence of motivating and engaging staff, setting clear objectives and addressing performance issues.



- Demonstrable knowledge of quality control and assurance processes in relation to apprenticeships and traineeships
- Demonstrable evidence of successful partnership and collaborative working which enhances reputation and business opportunities
- Thorough understanding of Apprenticeship delivery models
- Experience of managing subcontracts
- Thorough understanding of ESFA funding methodology and ESFA funding rules
- Working with external awarding bodies
- Thorough understanding of Ofsted common inspection framework

Desirable experience:

- Experience of successfully managing all aspects of a small business
- Experience of fully using learner management systems/e-portfolios
- Demonstrable experience of managing and growing a business area including effective business planning and performance management

Essential skills:

- Excellent customer service skills
- Proven ability to develop and lead a high performing team
- Proven ability to maximise effective use of resources
- Demonstrable skills in budget management and achieving financial targets
- Strong organisational skills
- Ability to juggle competing demands and effectively prioritise
- Strong negotiation and influencing skills
- Self-motivated with ability to motivate and enthuse others
- Excellent IT skills
- Strong communication skills
- Facilitation and coaching/training skills
- Ability to identify and drive efficiencies and ensure value for money
- Able and willing to work collaboratively across the organisation and with partner organisations to enhance business opportunities
- Ability to build successful working relationships
- Strong allegiance to the organisation values and able to lead by example