



**Education and Employability Manager
Job Description & Personal Specification**

Job Title	Education and Employability Manager
Responsible To	MDA Director & Management Committee
Salary	£47,754 per annum (Gross)
Length of Contract	84 months
Hours	37 hours
Anticipated Start Date	1 st April 2025
Main Purpose of Job	<p>Supported by the National Lottery Community Fund the MDA is recruiting an Education and Employability Manager who will lead on the creation of a dynamic place-based education and employability programme within the Market Community. This will include the development of a local education strategy, codesigned alongside residents and stakeholders, and the design and implementation of programmes and projects linked to this. This will include sourcing funding and the management of capital projects. The post holder will also have a management position within the organisation and will be responsible for the day-to-day management of staff and their operational work.</p> <p>The post holder will report to the Director and Management Committee of the Market Development Association and will be located full time in MDA offices based in the Market Community Centre.</p>

Summary of work responsibilities and personal duties

- Manage a co-designed, place-based education and employability programmes that respond to the needs and vision of residents and stakeholders within the Market community.
- Operational management of MDA staff team and all relating areas of programmatic work.
- Develop an education strategy for the Market community.
- Manage the MDA's employability programme.
- Develop and manage the MDA's Knowledge Economy programmes and capital project.
- Engage with residents and stakeholders to codesign education programmes linked to identified areas of need and interest, i.e. SEN or digital literacy.
- Establish and manage a series of Community Learning Academies based on the MDA's programmatic themes including health, housing, community wealth building and education.
- Co-ordinate and manage all networks and partnerships relating to this work, i.e. Education Action Group, Market School Network, Queen's Communities & Place.
- Recruit and co-ordinate a resident volunteer base to assist in driving the MDA's education and employability work forward.
- Assist in the design and delivery of the MDA's local community festivals and events.
- Organise and coordinate relevant research within the community and publish/disseminate results
- Increase MDA's education work visibility and impact through effective communication.
- Support development and delivery of Community Wealth Building projects and programmes
- Undertake any other relevant duties the MDA feels at any time are required to fulfil the needs of the post.



Essential Criteria

	Essential	Desirable
Qualifications	<p>Applicants must, as at the closing date for receipt of application forms:</p> <ul style="list-style-type: none"> • Have a third level qualification in a relevant discipline. • Be able to demonstrate on the application form, by providing personal and specific examples, at least four year’s relevant experience in each area of the experience category. <p>OR</p> <ul style="list-style-type: none"> • Be able to demonstrate on the application form, by providing personal and specific examples, at least six years relevant experience in each area of the experience category. 	<p>Have a third level qualification in Community Development / Education</p>
Experience	<ul style="list-style-type: none"> • Designing, implementing and managing education and employability programmes in communities. • Staff and operational management. • Managing the development of capital projects. • Facilitating co-design and engagement activities with service users. 	<ul style="list-style-type: none"> • Knowledge of the challenges faced by working class communities and their strengths. • Knowledge of funding bodies.

	<ul style="list-style-type: none"> • Managing effective cross sector partnerships and networks. • Community organising and campaigning. • Experience in successfully applying for and managing funding for projects and programmes. 	
Aptitudes	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and understanding of working in areas of deprivation. • Ability to engage effectively with a range of stakeholders, for example community, statutory agencies and schools. • Well-developed leadership and management qualities. • Ability to use own initiative but can also work well in a team. 	
IT Skills	<ul style="list-style-type: none"> • Experience in the use of Microsoft Office and competent in the use of Word, Excel as well as use of email and internet. 	<ul style="list-style-type: none"> • Knowledge and experience of how to write evaluation and monitoring reports to funding bodies
Communication Skills	<ul style="list-style-type: none"> • Ability to motivate and encourage others. • Ability and experience in preparing, writing and presenting reports and strategies 	<ul style="list-style-type: none"> • Excellent presentation skills • Ability to present information to different audiences

		effectively.
Other	<ul style="list-style-type: none"> • Ability to work evenings and weekends as required to meet the demands of the job. • Ability to travel to meet the demands of the job. 	

The duties and responsibilities outlined in this job description are not exhaustive and may be subject to change to meet the evolving needs of the organisation. The postholder may be required to undertake additional tasks that are consistent with the nature of the role. Flexibility and a willingness to adapt to changing priorities are essential. This is subject to change at the sole discretion of the organisation.