



Generate Teaching Hub

JOB DESCRIPTION

NAME: Vacancy

POST TITLE: Project Manager

GRADE: 8

RESPONSIBLE TO: Head of Teaching School Hub

REFERENCE: TSH/PM

OVERALL PURPOSE OF THE JOB

To work closely with the Head of Generate Teaching Hub to support and coordinate its services and projects, provide efficient administrative management and act as the key point of contact for Generate Teaching Hub business. The ideal candidate will have excellent communication skills, take the initiative in their work and promote, lead and embed effective support services in the Teaching School Hub to secure the constant improvement of the Hub.

CONTEXT

- The post is a full time term time role plus 3 weeks.
- The post is initially for a fixed term to 31st August 2028 (due to initial funding).
- The office base for this service will be Kingsway Primary Academy, Widnes.
- Confidentiality, accuracy, flexibility and the ability to manage multiple tasks are key attributes of the post holder.

MAIN ELEMENTS OF ROLE

The Project Manager will be responsible specifically for:

- Coordinating the marketing, administration and delivery of the core activities that TSH will be expected to undertake to include:
 - Promotion and delivery of the Early Career Teacher Entitlement;
 - Promotion and delivery of National Professional Qualifications;
 - Other professional development engagement opportunities
 - Proactively identify and respond to teacher development needs.
- Coordinating the administration and internal processes of the Generate Teaching Hub programme to ensure the smooth delivery of the service and its appropriate alignment with regulations, legislation and professional standards.
- Analysis and management of project budgets, ensuring appropriate controls are in place and expenditure and targets are achieved.
- Contact with senior leaders, networks and staff in schools and related agencies across the Generate Teaching Hub area.
- Reporting and analysing trends, data and performance both internally and to external stakeholders.
- Leading marketing and promotion of the Generate Teaching Hub service to include networking with professional agencies and partnerships to promote our service.
- Identifying opportunities for improvements and new developments of the training development offer.
- To deputise for your line manager as required.
- Conduct reporting and monitoring of KPI's to ensure compliance with the targets set by the Department for Education.
- To enable strong Quality Assurance within the Generate Teaching Hub's operations.
- To provide project management of commissions.
- The line management and monitoring performance of the Project Administrator

Office Management

- Ensure that administrative, premises, personnel, financial and IT services and systems within the TSH meet current legislation, trust and school-based policies.
- Be accountable for all Support Services:
 - Administration;
 - Personnel;
 - Finance;
 - Premises;
 - Health & safety;
 - Safeguarding;
 - All other duties commensurate with the duties/responsibilities/grade of the post.

General Activities

- Responsibility for project work as and when required, e.g. design and implementation of new procedures across the Generate Teaching Hub.
- To comply with and contribute to the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos / work / aims of the Generate Teaching Hub.
- To attend meetings as required.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- Any other duties commensurate with the grade as directed by the Head of Generate Teaching Hub and Hub Director/or CEO.

PERSON SPECIFICATION

REFERENCE: TSH/PM

	ESSENTIAL	DESIRABLE
QUALIFICATIONS / TRAINING / KNOWLEDGE		
• Educated to degree level qualification or equivalent.	✓	
• Project management or business management qualification or equivalent		✓
• Understand and appreciate the principles that underpin teacher recruitment, retention and development.	✓	
• Experience of coordinating assessment and competency of professionals to national standards.		✓
• Evidence of ongoing and up to date professional development.	✓	
• Detailed knowledge of Information Management systems.		✓
• Knowledge of Health and Safety legislation, regulations and procedures.	✓	
• Evidence of matrix management experience, leading and empowering staff at all levels providing responsibilities and clear accountability.	✓	
EXPERIENCE & SKILLS		
• Proven experience of working in the current educational environment.		✓
• Experience of delivering high quality training or development services.		✓
• Experience of liaising with a wide variety of people, public bodies and external agencies.	✓	
• Experience in managing and taking accountability for office resource and service delivery budgets.	✓	
• Understanding of working with a lead contractor and / or operating in a payment by results environment.		✓
• Proven and demonstrable effective line management of a diverse team of people.	✓	
• Experience of working with schools, local authorities and partner agencies (such as the Department for Education and Ofsted).		✓
• Experience of promoting and marketing a service.		✓
• Experience of managing a range of administrative services.	✓	
• Project management experience.	✓	
• Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available.	✓	

	ESSENTIAL	DESIRABLE
COMPETENCIES		
• Clear thinker and highly intuitive.	✓	
• Adheres to and encourage in others professional standards of fairness and integrity.	✓	
• Ability to lead and manage decisively within a collaborative ethos.	✓	
• Ability to identify and develop strengths in individuals, groups and systems.		✓
• Committed to safeguarding and promoting the welfare of children and young people	✓	
• Enthusiastic, energetic and self-motivating.	✓	
• Able to prioritise and delegate to others.	✓	
• Resilient and respond well to pressure, deadlines, interruptions and conflicting demands.	✓	
• Able to self-evaluate in order to manage, promote and implement change.	✓	
• Display professional curiosity and an eagerness to learn and develop in the role.		✓
• Capable of responding constructively to criticism.	✓	
• Possess a sense of humour and the ability to maintain a healthy work / life balance.	✓	