

Job Description

Job title	Head of Education and Careers		
Business unit	Education		
Grade	Band 2	FTE	1
Reports to	Chief Executive		
Direct reports	TBC		
Place of work	Head Office London: Hybrid working with travel within the UK.		
Purpose of the role	<p>This is a senior leadership role focused on facilitating provision of educational opportunities across the landscape sector, working holistically and collaboratively with other team members. The post holder will be responsible for widening access to the profession, ensuring provision of a diverse range of courses across the landscape practice, including traditional landscape architecture both within the UK and overseas.</p> <p>They will take strategic responsibility for careers activities built on the collection of data from both the Institute and its accredited University partners, increasing the take up of educational opportunities and pathways into the landscape profession. This is an education life cycle role from early careers to the learning and education of senior members of the Institute and all that lies in-between, including Continuing Professional Development (CPD) standards and compliance for existing members. This will involve key account management to build long lasting strategic partnerships and working with members to support the Institute on a voluntary basis.</p> <p>The post holder will lead on the Institute’s equality, diversity, and inclusion and sustainability priorities, as well as the overall operational and strategic direction and delivery of the organisation. They will be responsible for developing and implementing a clear and coherent educational strategy, with accompanying action and business plan for the Institute.</p>		
<p>Key responsibilities:</p> <p>Senior Leadership Team (SLT) responsibilities</p> <ul style="list-style-type: none"> • As a member of the SLT contribute to the overall operational and strategic direction and delivery of the organisation. • Attend and actively participate in SLT meetings and implement actions as required. 			

- Support the Senior Leadership Team in identifying opportunities to support the LI's corporate strategy.
- Lead on strategy planning; co-ordinating; implementing; and monitoring of educational and CPD activities to drive member growth, extend LI's outreach and further diversify income.
- Develop and implement an education and careers strategy and business plan
- Define and administer annual team budgets for accurate forecasting.
- Develop a staffing strategy for delivery of the education and careers strategy.

Income and funding

- Prepare, agree, and deliver income targets for course accreditation fees.
- Source external funding via bids, partnerships, and collaboration for use in supporting careers such as for bursaries, scholarships, and other initiatives.

Budget-holder responsibilities

- Prepare, manage and deliver the Education function budget.
- Prepare for monthly quarterly and annual financial reporting for SLT, Finance Committee and Board.

Education

- Act as the strategic lead for education and the educational output from the Education and Membership Committee (or any future Committee focused on education).
- Act as the strategic lead for the careers activity of the Institute including outreach and sourcing external funding to support careers initiatives and engage a wider range of entrants.
- Engage proactively and strategically with heads of accredited courses, PRGs and other stakeholders.
- Oversee and manage the accreditation process.
- Work with education providers to identify and establish new educational routes for undergraduate, postgraduate, and Level 3 and 7 apprenticeships across a wide range of fields of landscape practice in the UK and overseas.
- Support education providers in developing innovative approaches to educational delivery embracing ED&I and sustainability aspects.
- Ensure development and effective use of the CRM.

Compliance

- Manage CPD monitoring process to ensure members are meeting minimum requirements.
- Support Digital transformation initiatives to further develop CPD monitoring.

Member growth and sector outreach

- Act as strategic lead for the career’s activities of the Institute alongside the marcomms function.

General responsibilities applicable to all staff

- Understand and support the vision, mission and aims of the LI.
- Maintain awareness of your own and others’ Health and Safety, and comply with the Li’s Health and Safety policy
- Take appropriate responsibility for records held, created, or used as part of your work for the Li (paper-based and electronic) as per the Data Protection Act 2018.
- Encourage team working and effective communication with colleagues
- Act as a representative of the Li and deal with Li customers, stakeholders and the public in a professional manner at all times.
- Comply with LI financial policies and practices as applicable.
- Undertake other duties as may be reasonably requested of your post.

Person specification

Essential skills

Experience

- Demonstrable knowledge and experience of post-16 education in the UK
- Understanding of the built and natural environment
- Significant previous experience operating proactively within a committee-based governance structure (gained within a professional body, academic institution, awarding body, charity environment or the like)
- Experience of business planning and budget development and management
- Experience of staff management
- Experience of working with LMS digital solutions.
- Experience in developing and or working with accreditation, compliance and/or regulatory mechanisms.
- Experience managing multiple stakeholders including volunteers
Strategic experience of careers/emerging talent activities.
- Experience of developing and implementing equality, diversity and inclusion (EDI) strategy and action planning

Skills

- Inspire innovation
- Plan and organize with excellent administration and project management skills
- Demonstrate emotional intelligence
- Strong presentation skills
- An innovative commercial approach to business development

Knowledge

- Educated to degree level or equivalent demonstrable experience
- Strong written and verbal communication skills.
- Excellent IT skills, including CRM Systems, MS Office Suite, SharePoint, and on-line webinar platforms

Attributes

- Enthusiastic, driven, creative.
- Combine rigour and high expectations with personal tact and discretion.
- Strong and credible leadership
- Agile in approach with a can-do attitude.
- Innovative and strategic leadership thinking
- Strong Emotional Intelligence

Desirable skills

- Experience in pedagogical practice.
- Experience in developing LMS and educational digital systems.

Competencies: Senior Leadership Team

Operational Decision Making

Securing and comparing information from multiple sources to identify business issues, committing to an action after weighing alternative solutions against important decision criteria.

Sharing Responsibility

Sharing authority and responsibilities with others to move decision making and accountability downward through the organisation to stretch individual capabilities while accomplishing the business unit's strategic priorities.

Financial Acumen

Utilising financial data to diagnose business strengths and weaknesses and identify the implications for potential strategies; keeping a financial perspective in the forefront when making strategic decisions.

Entrepreneurship

Using your own understanding of key market drivers to create and seize business opportunities, expand into new markets, and launch new products, services, and/or profitable endeavors.

Business Savvy

Demonstrates a keen understanding of basic business operations and the organisational levers (systems, processes, departments, functions) that drive profitable growth; draws from personal experience to quickly evaluate business plans and processes to identify data or recommendations that need further investigation.

Leading Change

Driving organisational and cultural changes needed to achieve strategic objectives; catalysing new approaches to improve results by transforming organisational culture, systems, or products/services; helping others overcome resistance to change.

Inspiring Excellence

Driving high standards; tenaciously working to meet or exceed challenging goals; defining success by goal achievement and continuous improvement.

Customer Focus

Ensuring that the internal or external customer's perspective is a driving force behind strategic priorities, business decisions, organizational processes, and individual activities; crafting and implementing service practices that meet customers' and own organisation's needs; promoting and operationalising customer service as a value.

Leading Teams

Using appropriate methods and interpersonal styles to develop, motivate, and guide the team to attain successful outcomes and business objectives.

Coaching and Developing Others

Providing feedback, instruction, and development guidance to help others excel in their current or future job responsibilities; planning and supporting the development of individual skills and abilities.