

A photograph of three diverse construction workers in a warehouse or construction site. They are wearing high-visibility yellow safety vests and hard hats (one white, two yellow). The central worker is a Black man with a white hard hat, smiling broadly while holding a pen and a tablet. To his left is a woman with a yellow hard hat, looking at the tablet. To his right is a white man with a yellow hard hat, also smiling and looking at the tablet. They are standing next to a black pallet with cardboard boxes. The background shows wooden shelving units filled with materials.

**shaw
trust**

**Managing Director
Education & Skills**

Welcome

Dear Candidate,

Thank you for your interest in this important role for Shaw Trust.

At Shaw Trust we believe everyone has the right to live a decent and dignified life and an opportunity for rewarding work. We are a social purpose organisation challenging inequality and breaking down barriers to enable social mobility. We help people with their education, entering work, developing their career, improving their wellbeing and rebuilding their lives. As a charity we add value to everything we do by investing back into the people and communities we support.

This is an exciting time to join us as we transform our Education and Skills directorate, a key division within the Shaw Trust Group. Supporting people into the workplace, especially those with complex needs is a vital service – valuable to individuals, families, communities, businesses and the economy. Careers support helps people improve their life chances as they enter and sustain meaningful work and tackle in-work poverty. You will be joining an ambitious team focused on growing our work in this area to further build our reputation and impact.

Ensuring robust management of our Education and Skills contracts is critical if we are to continue our growth and continuous improvement. We will be looking to you to ensure that Shaw Trust delivers exceptional outcomes across all of our contracts, meeting or exceeding the expectations of all of our stakeholders and delivering sustainable commercial growth.

You will be an experienced leader used to working in a complex organisation, with a strong track record of achieving and growing Education and Skills contracts and operating results. You will be a critical and strategic thinker with outstanding commercial acumen and project management capability. Robust and disciplined contract and project management will be at your core as well as the ability to work collaboratively and to enjoy effective relationships with your colleagues. With sharp attention to detail you will be comfortable balancing this with the higher level strategic input required to achieve our ambitious results. You will be an inclusive leader who embraces our culture and values, putting those we serve at the heart of everything we do.

If this excites you, we'd love to hear from you.

Best wishes,

Chris Luck,
Chief Executive, Shaw Trust

About

At Shaw Trust we pride ourselves on our 'charitable heart with a commercial brain' approach to what we do; quality services that also maximise social value and social investment to communities. This approach will allow us to meet:

Our Vision

A future where good employment is accessible to all in society irrespective of life circumstances.

Our Mission

To focus our experience, skills, advocacy and passion to deliver the highest quality services for the people we support and to improve opportunities and access to work now and for the long term.

Shaw Trust believes in the right of every person in the United Kingdom to live a decent and dignified life through good employment. We are a not-for-profit social enterprise that seeks to improve life chances for employment for people who face social and economic challenges, or who may also be disabled or have complex needs.

Today we are a charity that remains committed to employment as the core pathway to a better life. However we recognise that access to good employment is critically dependent on what happens in people's formative years and the opportunities they then have.

Our Services

Employability pathways and programmes are at the core of what Shaw Trusts delivers. Our framework to enhance contracted employability outcomes will include:

- Education and Skills.
- Children and Young People's Services.
- Health and Well-being.

Our Ambition

Our ambition is to accelerate our mission and amplify our reach – by 2030, providing more people with the good help that they need to access good work and a good quality of life – and we need people like you to help us. For us, impactful change is about creating the conditions for this to happen, advocating and delivering services that make a real difference. Working in partnership not competition, we are part of an eco-system of purpose-led organisations, striving for a fairer, more equal society centred on opportunity for all.

Shaw Trust was founded on these principles over 30 years ago; for our 2,700 employees and 800 volunteers across the UK, they remain true. In the last financial year, we supported over 290,000 people through an annual revenue of £223m. We are now poised for the next era of significant development.

Our vision for the next 10 years is built on our Child to Career tenet focusing on joining up our nationwide, multidisciplinary skills and services to provide tailored, people-centred support without profit motive. We will also use our deep experience to advocate on behalf of those in need. Our new Shaw Trust Foundation uses surplus generated and donations to deliver positive change and our Shaw Trust Institute provides the essential evidence that helps shape national policy.

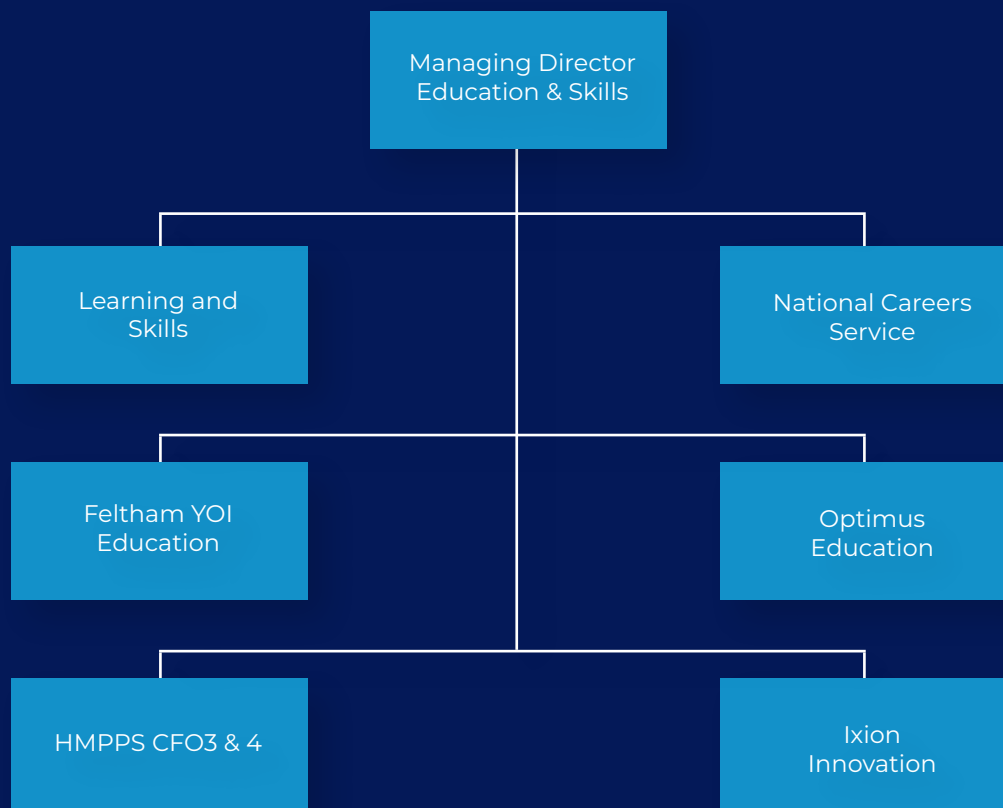
Shaw Trust's website is at www.shawtrust.org.uk and offers further insight into the organisation and outcomes it delivers.

Education and Skills

The Education and Skills division has a current turnover of £45m, with an ambitious growth plan and approximately 450 staff. The division is made up of the following areas:

- Learning and Skills: we provide services across multiple geographic regions in England, services include traineeships, advanced learner loans and apprenticeships.
- National Careers Service: we operate contracts in London, West Midlands and Yorkshire which provides careers services for adults and young people.
- Feltham Young Offenders Institute Education, we provide education services to boys in custody.
- CFO3 and 4: supported the hardest to help in the criminal justice system. Tailored one to one support to remove barriers to social inclusion and progress participants into education, training and employment.
- Optimus Education: provide educational consultancy and events services to help raise the quality of teaching and learning to improve skills and pupil outcomes.
- Ixion Innovation: Wins significant funding for European organisations which deliver economic and societal impact.

Education and Skills Structure



Job Description

Job Title:	Managing Director Education and Skills
Reports to:	Chief Executive
Location:	Home or Operational Centre (with UK-wide travel)

Purpose

We recognise that access to good employment is critically dependent on what happens in people's formative years and the opportunities they then have. To address this, we provide a broadened framework of complementary services of which Education and Skills is a key component, alongside Children and Young People's Services, Health and Wellbeing and Employability.

As a member of the Executive Leadership Team (C-Suite), the Managing Director will be responsible for the strategic leadership of the Education and Skills division, which will include the Ixion Holdings legal entity. The Managing Director will be responsible for driving an ambitious growth strategy and the continuous improvement of the division, as well being accountable for operational management and financial performance.

Education and Skills delivery is geographically dispersed and delivers across a range of programmes, sectors and beneficiary groups through a matrix relationship across the group. Our aim is to deliver a high quality service, meeting and exceeding contractual performance objectives, in line with budget as aligned to the Vision 2030 Strategic Directive.

Main Duties and Responsibilities

Planning and Strategy

1. Ensure a robust business plan and strategy is developed and approved for the Education and Skills division, which supports the Shaw Trust to achieve our strategic aims.
2. Lead on developing the operational business plan for the Education and Skills Division.
3. Work with the Commercial department, to agree business growth plans to drive forward and mobilise new revenue streams, contributing to operating models and innovative solutions.
4. Working with the CEO, liaise with stakeholders and partners to develop new models of working to add social value and reduce cost.
5. Leading on continuous improvement within the divisions and working closely with the Continuous Improvement Director to drive this agenda forward.
6. Plan and drive forward a vision and culture of sales, commercial excellence and innovation to develop beneficial relationships with top levy paying employers, large corporate and public sector. All activities to support beneficiaries' progression through educational skills development and learning into and within employment.
7. Provide strategic leadership to the Ixion Innovation department and ensure the knowledge and skills of this team are leveraged across Shaw Trust.
8. Provide care and maintenance support for the Optimus legal entity and undertake a review to determine future direction for this area of organisation.

Leadership and Risk Management

9. Provide exceptional inspirational leadership of the Education and Skills Division and Ixion legal entity.
10. With the HR team, identify and nurture future leaders and create supersession and succession plans across the division.
11. Develop a high performing team of senior managers who work to key performance and quality indicators, who are empowered and accountable for KPI contract delivery, Gross Profit / Contribution 1 (C1) targets, and high quality and risk management standards.
12. Challenge conventional approaches and drive forward change when needed to continuously improve what we do.
13. Work collaboratively with peers across the organisation in a supportive manner.
14. Work in partnership with Finance, Commercial, Corporate and Continuous Improvement teams to ensure the division is fully prepared for inspections. Act as designate lead for key Inspection visits (OFSTED, Matrix etc.) as appropriate.
15. Identify, manage and record manage risks on the risk register and report through the CEO to Shaw Trust Group Operational Review process.
16. Ensure value for money activities are actioned, audits are managed, and audit recommendations are implemented in a timely manner.
17. As Managing Director of the Ixion legal entity, lead all contracts which sit in the organisation to enable sustainable growth and enhance our reputation in the external education and training landscape.

Operational Performance

18. To achieve operational outcomes that meet all key performance indicators (KPIs), contractual requirements, customer satisfaction targets, output and progression, and C1 targets in a sustainable way over the life time of the contracts.
19. Be responsible for leading education and skills operations in meeting internal and external quality requirements, which ensure all learners are able to progress, regardless of any barriers.
20. Through knowledge in the learning, skills and education sector introduce best practice solutions to continually improve operational delivery.
21. Ensure a consistent approach to how learning, skills and education delivery teams operate, in order to maximise direct delivery, drive better quality outcomes for learners and improve efficiency.
22. Ensure that supply chain partners meet profile and achieve in a manner that meets or exceeds the requirement of Ofsted and Matrix standard.

Stakeholder Management

23. Act as an outstanding ambassador and Learning, Skills and Education subject matter expert for the organisation, build strong relationships with commissioners, customers, stakeholders and strategic partners.
24. Establish and maintain an acute awareness of differing local, regional and national learning and skills interests and agendas, including learners, their partners, commissioners and key stakeholders.
25. Working with the Chief Commercial Officer (CCO) to maintain and develop relationship with main funding bodies and commissioners.
26. Attend key funding body contract negotiation / contract review meetings with the CEO or CCO.

Growth

27. Working with the Commercial Directorate to identify opportunities to grow the division and develop new products and services that can be taken to market to build a track record of delivery for future opportunities.
28. Working with all other Managing Directors within the group to support the layering of funding and services to maximum value for the beneficiary in their journey with the Shaw Trust Group.
29. Working with the Commercial Directorate to identify and build relationships in new markets that have significant potential for business growth.

Governance

30. Through the Shaw Trust Group Boards, the Operational Review process and the Management Board structures, drive an operational performance culture through the division.
31. Ensure there is sufficient management capacity and capability to deliver, monitor and manage financial and operational performance.
32. Safeguard values and ensure the divisions' obligations to the people we support, customers and stakeholders are met.
33. Working with Head of Safeguarding to ensure that there are effective procedures for keeping children (everyone under the age of 18), learners and vulnerable adults safe from abuse, neglect and exploitation.
34. Attend Operational Review Meetings (and Board Sub Committee meetings, as required) providing response to challenge and scrutiny to further improve the divisional performance, quality of delivery and the beneficiary experience.
35. Ensure all operational activity is ethical, meets our vision, values and all regulatory and legislative duties.

Financial Management

36. To have Gross Profit / Contribution 1 (C1) accountability for all education and skills, contracts, contributing to the strategic objectives set by the CEO.
37. Responsible for setting and achieving annual budgets within the context of the Group Financial Plan.
38. Work with the Finance Department and Shaw Trust Corporate and Operational Support Teams to ensure education and skills teams are furnished with timely, accurate, qualitative and appropriate information to manage and effect performance and quality improvements.
39. Monitor the financial performance and key performance indicators on a regular basis for all contracts and hold C1 Managers to account for all monthly performance to budget. Mitigating actions to be taken if not on track to achieve budget.
40. Working with the divisional Finance Business proactively address the financial performance of any underperforming contracts.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's Prevent and Safeguarding policies and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about beneficiaries, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
8. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post, seniority or corporate requirement.

Person Specification

Job Title: Managing Director for Education and Skills

E = Essential D = Desirable

Technical competency (qualifications and training)

- Be a full member of a professional body or willing to work towards membership. (D)
- Demonstrable continuous professional and personal development. (E)

Experience

- Significant experience within a C-Suite leadership role in a complex organisation. (E)
- Strong track record of achieving and growing Education and Skills contracts and operating results, financial targets e.g. C1, key performance indicators and business objectives delivered in contracts. (E)
- Experience of acting as designate lead for OFSTED inspections and driving the achievement of at least a Grade 2 outcome. (E)
- Previous experience of operating as a Managing Director for a legal entity (D)
- Ability to demonstrate a proven track record of achievement at a senior level. (E)
- Strong commercial acumen and project management capability. (E)
- Track record of successfully managing significant and diverse (both in geography and attribute) staff teams, adhering to corporate policies e.g. HR, Health and Safety etc. (E)
- Successful history of financial management, with responsibility for substantial budgets. (E)
- Experience of successfully leading through significant change. (D)

Skills and Attributes

- High strategic acumen (E)
- Excellent written, numeracy, presentation, verbal and networking skills. (E)
- Gravitas and leadership presence. (E)
- The ability to work highly effectively cross functionally. (E)
- Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required. (E)
- Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed target dates. (E)
- Comfortable getting into detail as well as providing higher level strategic input. (E)
- Ability to effectively delegate and empower others (E)

Person Specification

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Criminal Records Bureau disclosure at Basic Level (E)

Other

- Willingness to undertake frequent travel around sites in the UK, including occasional overnight stays. (E)
- Have an understanding of, and be able to, demonstrate a commitment to Equal Opportunities and Diversity. (E)



Terms and conditions

Salary	circa £120,000 per annum + generous benefits package
Duration	Permanent (subject to 6-months' probation)
Location	Home or Office based with UK wide travel
Pension Life	Enhanced Pension Scheme after 6 months
Health Insurance	Medicash (provides cash back on everyday healthcare expenses)
Assurance	Life Assurance x 3 of your salary
Annual Leave	Enhanced annual leave (plus discretionary Christmas shutdown)

This post requires a Disclosure and Barring Service check at an enhanced Level.

How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet.Brown@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/shawtrust-edu-md/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides)
- A supporting statement (no more than three sides) that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria.

Closing date	Friday 25th June 2021
Agreement of the final shortlist	Mid July 2021
References taken up for shortlisted candidates	To follow shortlist
Interviews with Shaw Trust	End July 2021

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