



CANDIDATE PACK INTERIM ASSOCIATE DIRECTOR PEOPLE AND WORKPLACE

ABOUT US

The Education and Training Foundation (ETF) is the workforce development body for the Further Education and Training sector. We work in partnership with others to deliver professional learning and development for teachers, trainers and leaders. We balance government priorities with sector needs to achieve our core charitable purpose to improve education and training for learners aged 14 and over.

The ETF believes that the key to improving education and training is to support teachers, trainers and leaders to excel. Everything we do is in pursuit of its vision of:

- highly effective, professionally confident teachers and trainers
- first class leadership of the sector
- FE as the career of choice for ambitious professionals who wish to make a difference.

OUR COMMITMENT TO EQUITY, DIVERSITY, INCLUSION AND BELONGING

FE is for everyone - it gives everyone opportunities to excel at whatever stage of their learning journey they are at. We are proud of the work that staff across the sector do to support learners to excel, and in particular to support those in the least advantaged groups. Through offering lifelong learning, our sector supports the journey towards social justice. We are an employer committed to sustainable practice and have an open and fair People Strategy where all staff have equal opportunities to develop and excel. Our values guide us in how we work with teachers, trainers, leaders, partners and stakeholders alongside how we behave and operate as a team.



WHAT WE DO

We support teachers and leaders across the Further Education and Training sector to help them achieve their professional development goals for the benefit of learners and employers across England. In doing so, we help to transform the lives of individuals and communities across the country, unleashing potential and benefitting the economy.

Our work has three key principles at its heart:

- The first is that we exist for the benefit of learners, something we achieve by improving the professional practice of teachers and leaders in the sector.
- The second is that we exist as a means to an end, not an end in itself. We have no shareholders and make no profit. Everything we do is about helping our fantastic sector unlock the talents and potential of our learners and improving productivity, employability, skills and educational attainment.
- And the third is that we exist to support professionals to be even better than they already are, identifying excellence and seeking to understand and disseminate it through collaborative practice. Although our work focuses on FE and Training, we bring in expert challenge and support from outside the sector.

WORKING AT THE EDUCATION AND TRAINING FOUNDATION

When you join the Education and Training Foundation, you'll be teaming up with nearly 200 employees nationwide to support teachers and leaders across the Further Education and Training sector.

Inspiring and assisting colleagues to be at their very best, our working environment and supportive culture is first-rate. Whether office-based (currently two days per week) or remote, we maintain an important focus on individual health and wellbeing, reflected in our collaborative environment and generous employee benefits.

We know that having a talented and informed workforce helps us to best support teachers and trainers, which is why we offer all staff a wide range of training and development opportunities, making us an ideal employer to further your career with. Come and join the team and make a real difference!

OUR VALUES

Responsive



We listen and provide effective solutions

Striving for Excellence



We aim for the highest standards in everything we do

Inclusive



We reflect your views in our thinking and in our actions

Expert



We base our decisions on evidence and expertise

Trustworthy



We are open, honest and act with integrity

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JOB DESCRIPTION

ROLE PURPOSE

As the Associate Director for People and Workplace, you will play a crucial role in supporting the Executive Director: Corporate Services in shaping and implementing the charity's People Strategy, ensuring an inclusive and safe environment for staff. As a key member of the Leadership Team your responsibilities will be diverse, ranging from oversight and delivery of human resources to efficient office management. The ideal candidate will have a professional HR background, experience of managing office accommodation, and drive to create a culture of inclusivity, sustainability, and excellence within the organisation.

RESPONSIBILITIES

Particular to this post

People

- Lead consultation, development and execution of the organisation's People Strategy, focused on attracting, retaining, and developing our staff talent. Assess and improve employee satisfaction, engagement, and overall well-being through effective policies and programs that support ETF as an employer of choice.
- Manage and support the HR team, ensuring ETF has effective talent acquisition, onboarding, performance management, learning and development, and employee relations.
- Plan and deliver equity, diversity, and inclusion (EDI) initiatives across the organization, working to create a diverse and inclusive workplace where all employees feel valued, respected, and empowered.
- Research and devise the HR data requirements of ETF in relation to People and ensure these are delivered by the underlying systems to drive performance and decision making.
- Drive first class communications and engagement with staff including staff surveys.
- Assist the Executive Board in making recommendations to Trustees for the proper remuneration and cost of living adjustments required for staff annually.

Workplace / Office Management:

- Manage the efficient functioning of the charity's office facilities, ensuring a safe, comfortable, and productive working environment for all staff and visitors.
- Drive the optimisation of our office space utilisation by leading the negotiation of any periodic lease extensions and by generating income by proactively licencing desk space to other organisations, aligned with the charity's mission and values.
- Lead on hybrid working, setting expectations and culture regarding this post-pandemic and design systems of self-management and accountability for compliance.
- Assist the Executive Board in designing culture and values and reflecting this within the physical office environment including visible signs of diversity and inclusion.
- Deliver celebration of important cultural festivals (such as pride month and black history month) with visible transformation of the office space, on-line equivalents, lived experience talks and other events for staff.
- Support our organisation wide drive to Net Zero carbon emissions with appropriate office initiatives, identifying opportunities for improvement in the whole organisation's environmental impact.

Compliance and Reporting:

- Assist the Executive Director: Corporate Services to manage the budget and resources allocated to People and Workplace, and to plan more strategically for the workforce.
- Interact with internal audit (as required) and address any people or sustainability related findings from such reviews.

Continuous Improvement and Efficiency:

- Plan improvements within the HR and Office functions. Develop fit for purpose workflows, lifecycles, policies and practices that respond to stakeholder needs and maintain compliance.

Leadership and Team Development:

- As a member of the charity's Leadership Team take collective responsibility for the operations and performance of the charity, communicating risk and management action upwards to Executive Board and driving delivery by the wider staff group.
- Manage and mentor HR and Office team members. Monitor individual and team performance, setting objectives that link with the overall ETF strategy and the Vision and Aims for Corporate Services and agreeing required professional development.

PERSON SPECIFICATION

EXPERIENCE, SKILLS, AND KNOWLEDGE

- Qualified CIPD and/or equivalent business experience combined with another recognized professional qualification.
- Extensive leadership and management experience in People / Human Resources roles within the non-profit sector or a comparable organisation.
- Substantial expertise in HR practices, including talent acquisition, employee engagement, performance management, and HR compliance.
- Substantial experience of managing and motivating staff including setting objectives, developing staff and managing performance.
- Significant experience of creating and operationalising a people strategy in line with organisational strategy
- Demonstrable experience of analysing and reporting relevant data in an accessible format.
- Demonstrable experience of designing, maintaining and improving IT systems for HR, Office Management or related areas.
- Demonstrable experience of managing budgets and resources effectively
- Detailed understanding of equity, diversity, and inclusion best practices and their application in the workplace.
- Understanding of Health and Safety requirements for the safety of remote and office based staff.
- Understanding of head lease negotiation and sub-licensing of desk space with awareness to take legal advice as required
- Awareness of sustainability strategies, with a focus on carbon measurement and reduction.
- Excellent written and oral communication / interpersonal skills, with the capacity to engage effectively with stakeholders at all levels.

PERSONAL QUALITIES

- Demonstrate commitment to the ETF's values
- Demonstrate a commitment and understanding of Equality, Diversity and Inclusion across all areas of work
- Ability to reach decisions and judgments based upon balanced assessment of the technical, business and human risk factors involved.
- Collegiality in working as part of an effective high performing Leadership Team
- Passion for driving positive change through sustainability and people-focused initiatives.



TERMS OF APPOINTMENT

SALARY

The salary for this role is £75,000-80,000 per annum on a full-time basis for 12 months

LOCATION

157-197 Buckingham Palace Rd, London SW1W 9SP

OUR BENEFITS AND STAFF WELLBEING

Our comprehensive package of benefits for employees reflects the importance that we place on emotional and physical wellbeing, financial support, and a good work-life balance. Our key benefits are:

- Generous annual leave entitlement (30 days annual leave, exclusive of the 8 Bank Holidays which you will have off work on top of the 30 days)
- Volunteering leave (5 days in total – 3 days paid, 2 days unpaid)
- Other leave entitlements (including only 1.5 days deducted from your annual leave entitlement to cover the 3-day Christmas office closure period, compassionate leave, medical leave, enhanced maternity leave, enhanced paternity leave, adoption leave, reservist leave, moving home day, study leave)
- Flexible working policies (including time off in-lieu, hybrid working)
- Pension Scheme (employer contributions of 6% and employee contributions of a minimum of 2%)
- Comprehensive staff wellbeing programme
- Generous sick pay
- Multiple training, learning and development opportunities
- Employee assistance programme
- Life assurance scheme
- Travel season ticket loan
- Cycle to work scheme
- Free Society for Education and Training (SET) membership (includes SET Rewards – savings and discounts programme)
- bYond (earn up to 15% when you shop at over 80 UK retailers)
- Extras Discounts (great savings over 100 brands including, M&S, ASOS, Nike and many more)
- Summer and Christmas social events
- Generous sick pay
- Subsidised onsite gym
- Five-year service award
- Paid eye tests
- Flu vaccine vouchers
- Victoria BID discount card

HOW TO APPLY FOR THIS APPOINTMENT

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 catherine.kift@starfishsearch.com or ruby.judge@starfishsearch.com and we will be happy to arrange a call.

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

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

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date is **27th October 2023**

Interviews with client: In person on the **10th November 2023**

