

## Professional Development Manager

<b>Location</b>	Oxford Based, hybrid (Working at home and at our Harwell Campus office)
<b>Salary</b>	£55,000
<b>Hours</b>	Full time (37.5) (Flexible Working will be considered)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Chief Executive Officer

### Introduction

UCISA was founded in 1992 and is a registered charity. We are a not-for-profit, member led organisation for digital practitioners within education. Via knowledge exchange and sharing, we support continuous improvement of expertise among the UK university and college community underpinning teaching, learning and research transformation through better use of digital technology and information systems.

#### Overview of the role

The Professional Development Project Manager will draw on and harness the expertise of our institutional and corporate members to develop training and skills for the future.

You will collaborate and encourage co-creation and innovation to develop products, services and support that meet the current and future needs of an ambitious education sector.

You will have responsibility for creating, developing, implementing and managing UCISA's professional development accreditation programme to enhance the expertise of our digital community, as well as developing and implementing a mentoring scheme for UCISA members.

You will also manage and develop UCISA's bursary scheme.

You will work closely with our CEO and the Head of Corporate Members and Event and work as part of our management team.

#### Responsibilities/duties

You will have the lead role creating and developing an accredited professional development programme directly linked to our broad range of member events.

This post offers the chance to combine a range of skills and interests.

Principal responsibilities include:

- Research and explore professional development programmes, options, costs and feasibility
- Create and implement learning pathways to enhance member career enhancement
- Curate useful resources and content to be made available to both Institutional and Corporate members and their teams
- Explore links with other sector bodies, working with them and our membership to develop innovative progression opportunities and early career placement schemes
- Develop, implement and administer a mentoring scheme
- Increase the number and type of training bursaries on offer
- Ensure our events are career enhancing and seen as offering value to members

- Target our investment to further these aims
- Monitor and measure our Progress and Member Satisfaction
- Manages and controls resources and skills within agreed parameters of cost, timescales and quality

#### Internal/Organisational

- To work towards and in line with UCISA's strategic objectives: Passion, Collaboration, Inclusivity and Trustworthiness
- To take advantage of continuous professional development opportunities
- Participate in a regular Staff Development Review
- To participate in UCISA team meetings, away days and team development events
- Ensure the implementation and compliance of UCISA's Health and Safety Policy and supporting procedures in their day-to-day operations.
- Take reasonable care for the health and safety of themselves and of other persons who could be affected by their acts or omissions
- The post holder may be called upon to carry out any other reasonable duties as required of UCISA

## Personal Specification

Essential	Desirable
Degree level or equivalent experience	Experience in a similar Higher/Further education sector role
Substantial experience of project management	Project Management qualification (eg Prince 2, PMI Certificate)
Experience of implementing professional development programmes	Experience of professional accreditation schemes
Good knowledge of higher and further education sector policy, trends and horizon scanning	Experience of developing mentoring and bursary schemes
Able to work collaboratively and build relationships with strategic partners and similar professional bodies where an identity of interest exists	
Excellent IT skills including Microsoft applications (Word, Excel, PowerPoint and the use of online purchasing tools) are required	Knowledge of digital technologies
Able to use content management systems	
Excellent interpersonal and influencing skills	
Excellent organisational skills and the ability to work effectively under pressure	
High level communication skills, oral and written	
Able to devise and implement complex administration workflows	

A strong eye for detail	
Sound awareness of the Data Protection Act, UKGDPR and inclusion and accessibility legislation	