

BRITISH WOODWORKING FEDERATION JOB DESCRIPTION

JOB TITLE:	Training Manager
REPORTS TO:	BWF Chief Executive
SUPPORTED BY:	Membership & Training Administrator
Location:	Ideally London based, but flexible alternatives will be considered for the right applicant

JOB DESCRIPTION

Overview

This critical role will develop the BWF's position as the leading organisation in the education, training and skills arena for the joinery and woodworking industry. The post-holder will be responsible for delivering on the BWF's three core training objectives: increasing recruitment into the sector; maintaining and developing high quality qualifications and delivery partners, and fostering a culture of continuous learning in the industry. The Training Manager will also support the development of associated commercial products.

Detailed description

- Overall management of the Woodworking Industry Training Forum (WITForum): the education, training and skills arm of the BWF
- Increasing training uptake amongst BWF Members and the wider woodworking sector and helping to set, monitor and deliver ambitious targets for the WITForum.
- Be alert to and support members and the WIT Forum in attracting grant support (e.g. CITB, SFA etc) to assist the meeting of these targets and increase the uptake of training in the sector.
- Managing relationships with key external stakeholders, including funding partners, affiliated trade associations, colleges, universities, training organisations and non-governmental organisations
- Engaging with the diverse membership of the BWF for their training and skills needs, developing solutions, and signposting to provision, support and resources. This is achieved through telephone, electronic communication and face-to-face meetings around the UK.
- Applying knowledge to provide critical analysis of government education, training and skills policy to provide a voice for the industry and provide easy-to-digest briefings for members
- Management, development and delivery of the BWF's career promotional campaign 'Wow I Made That!' to encourage 14-19 year olds into the sector
- To lead the BWF's schools' engagement programme 'MakeIt Wood & Furniture', which provides teacher lesson plans and student workbooks for years 9, 10, & 12

- To coordinate, support and provide expert knowledge to members in the development of Apprenticeship Standards in England being developed for the woodworking sector.
- To monitor, input and influence the review and development of qualifications in the devolved nations to meet the needs of employers.
- To play a leading role in the skills work stream of the Confederation of Timber Industries (CTI), an umbrella organisation for trade associations for the timber supply chain.
- To manage the BWF's Centre of Excellence (CoE) network of apprenticeship college & training providers across the UK – maintaining quality standards and flexible provision that meets the needs of industry.
- To position the BWF as the central hub for apprentice training in the woodworking and timber sector, through the setup of the BWF Apprenticeship Scheme
- Management, development and delivery of the BWF's Continuing Professional Development (CPD) Programme, to embed a culture of continuous learning in all individuals – at all levels – in the woodworking industry
- Management, development and delivery of the BWF Online Learning Academy, providing e-learning training to the industry, and its stakeholders
- Provide a proactive reactive and agile-approach to development of new training solutions – either in-house or with delivery partners – to respond the future needs of the industry.
- Participating in the planning of content and overall event delivery of the annual BWF Members' Day
- Working with the BWF's subsidiary schemes staff and membership to develop training solutions for fire doors, timber stairs, heritage works and interior fit-out
- Linking training and Toolkit + Services to support continual improvement in the woodworking sector
- To liaise with internal and external PR, marketing and communications personnel to ensure the work of the BWF in the training arena is successfully broadcast to members and non-member audiences
- Attending and contributing to external meetings as the primary BWF representative for education, training and skills, or briefing the CEO where appropriate

Personal Specification

Essential	Desirable
<p>Experience of working in the education, training and skills arena</p> <p>Understanding of the vocational skills, qualification and funding landscape in the UK</p> <p>Experience is writing business cases and funding applications</p> <p>A highly-motivated self-starter, who will consciously seek and accept responsibility</p> <p>Excellent written communication skills, with proven ability to adapt message for different audiences</p> <p>Excellent customer service and account management skills</p> <p>Ability to manage multiple projects and project manage effectively to achieve results on time and to standard</p> <p>Presentation skills, including presenting at seminars etc</p> <p>Use of MS office programmes</p>	<p>Project management training or qualifications</p> <p>Experience of marketing communications and website management</p> <p>Experience of working in a construction or other vocational related training environment</p> <p>Experience of working in trade associations</p> <p>Experience in government lobbying</p> <p>Experience of working with the CITB</p> <p>Knowledge of the U16 education system and how to influence schools and the national curriculum</p> <p>Use of social media platforms for marketing campaigns</p> <p>Use of MS Dynamics 365 CRM</p>

REMUNERATION 2017

Salary and Package: TBC (dependent on experience)
 Holiday: 25 days per year, plus 8 statutory days