

## **Sussex Council of Training Providers (SCTP) Executive Director**

This is a freelance role working with the existing Marketing & Office Executive with flexible hours – equivalent to 3 days per week

**Network Location:** East and West Sussex – based from home

**Report to:** SCTP Board of Directors (Executive Director reports to the board but is not a board member)

**Remuneration:** £25,000 per annum

### **Nature and scope of the role:**

SCTP is looking to expand, we are one of the largest networks and have unwavering commitment to support our members. Our vibrant and motivated board of directors have positively pushed forward with SCTP's business plan and need an equally motivated person to carry this work through.

Our Mission;

To facilitate the strategic leadership of the pre-employment and work based learning sector in Sussex across both LEP's in order to maximise the quality, impact and profile of pre-employment and work based learning and support the development of member organisations.

Our sector is in constant change and with it comes great opportunity and simultaneously uncertainty and risk. Our pre-employment and work-based learning members need support more than ever to navigate the increasing challenges, comprehend some of the complexity and build capacity to respond effectively.

We are looking for a new executive director to provide leadership, strategic insight, translate and convey critical key messages and represent our members at the highest level wherever an opportunity exists to fulfil our mission.

The successful candidate will be knowledgeable about the sector, passionate about making a positive difference and comfortable with speaking in a variety of forums. They will also be motivated by expanding our reach and services through business development and increasing our membership base. They will also be an excellent communicator.

### **Key Tasks:**

- Strategic networking, representing SCTP at key meetings and communicating with key partner contacts at a local, regional and national level for the benefit of members and in line with business plan objectives.
- Creating, organising and chairing appropriate SCTP sub groups agreed with the Board – currently the Pre-Employment Group & Strategic Leaders' Forum.

- Write, implement and review the SCTP business plan including consultation with members on their business needs.
- Oversee the development and maintenance of [www.apprenticeships-in-sussex.com](http://www.apprenticeships-in-sussex.com) and [www.sctp.org.uk](http://www.sctp.org.uk).
- Manage, facilitate and attend SCTP Members Meetings, AGMs, EGMs, Board and Executive Management Group meetings. Ensure accurate minutes are produced and disseminated.
- Manage member communications and respond to queries.
- Contribute to robust SCTP financial management, support the treasurer and marketing & office executive to undertake activities to support good governance and the financial health of SCTP.
- Oversee the sourcing and dissemination of appropriate information to the membership including the production and distribution of a weekly newsletter.
- Develop processes, oversee collection and action feedback and service evaluation from members.
- Increase membership through recruitment and retention.
- Manage the appointment, project manage co-ordination and performance of SCTP freelance representatives.
- Oversee HR functions in respect of SCTP freelance staff.
- Oversee/carry out SCTP company secretary function.

### **Knowledge, Characteristics & Skills:**

- Excellent written and verbal communication skills.
- Ability to lead and inspire the confidence and trust of colleagues, partners and members.
- Ability to use MS Office, Survey Monkey, Insightly and CMS packages for website updating.
- Excellent creative writing and editorial skills.
- Ability to present the views and represent the interests of members via lobbying and at strategic meetings in a manner that gains influence, respect and action.

- Highly organised with strong project management skills and attention to detail.
- Ability to manage multiple tasks and to work to and meet deadlines.
- Numerate and financially literate.
- Strong operational and strategic leadership to colleagues, partners and the membership.
- Ability to effectively manage others whilst being politically adept.
- Adept at organising, co-ordinating and chairing meetings and events.
- Skilled communicator who is excellent at building rapport and relationships. Sales ability to secure new members.
- A sound knowledge of the Government funded work based learning and pre-employment sectors. Up-to-date understanding of the current landscape.

*For an informal conversation with the chair of SCTP please email [chair@sctp.co.uk](mailto:chair@sctp.co.uk) to arrange an appointment.*