

### GMLPN Executive Director Job Advert 2023

<b>Job title</b>	Executive Director
<b>Reporting To</b>	Chairman of the GMLPN
<b>Company</b>	<p>Greater Manchester Learning Provider Network (GMLPN). Established in 2000 GMLPN is a network of over 110 members that deliver Vocational and Technical Education in Greater Manchester (GM). Our members include Independent Training Providers, Further Education Colleges, Local Authorities, VCSE Organisations, Employer Providers and Universities. We work alongside our key partners including the GM Combined Authority (GMCA), GM Chamber of Commerce (GMCC), GM Colleges Group (GMCG), Greater Manchester Centre for Voluntary Organisations (GMCVO) and GM Local Authorities and with our partner organisations in the Northern Skills Network and nationally with AELP.</p> <p>More information can be found at <a href="http://www.gmlpn.co.uk">www.gmlpn.co.uk</a></p>
<b>Role Type</b>	Permanent   Full Time/Part Time – to be discussed
<b>Salary</b>	To be discussed
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• 25 holidays per annum (pro rata if part time)</li> <li>• Employer pension contributions</li> <li>• An Employer assistance programme</li> <li>• Company phone</li> <li>• IT equipment</li> <li>• Reimbursement of travel expenses for business purposes</li> <li>• Team away days</li> </ul>
<b>Location</b>	<p>GMLPN is based at c/o Mantra Learning, Greengate, Middleton, Greater Manchester, M24 1RU</p> <p>We have a flexible working policy.</p>
<b>How to apply</b>	<p>Please send a covering letter and CV to <a href="mailto:hr@gmlpn.co.uk">hr@gmlpn.co.uk</a> by 5pm Thursday 7<sup>th</sup> September.</p> <p>If you would like an initial conversation to find out more about the role then please e-mail <a href="mailto:hr@gmlpn.co.uk">hr@gmlpn.co.uk</a> and we will organise a phone call.</p>
<b>Role Purpose</b>	<p>The Executive Director will lead the GMLPN Team to contribute and enact GMLPN’s business plan “Ambition” and support GMLPN’s vision:</p> <p><i>Working with our members and partners, our vision is to support Greater Manchester reach its economic and social potential by supporting and influencing the skills system through the delivery of vocational and technical skills to enable people to fulfil their aspirations and businesses to achieve sustainable growth.</i></p> <p>The Executive Director will ensure representation of GMLPN’s values through all aspects of activity and projects:</p> <ul style="list-style-type: none"> <li>• Promoting Equity and Inclusion</li> <li>• Responding Positively to Change</li> <li>• Representing our Members Fairly</li> <li>• Collaboration between our Members and Partners</li> <li>• Commitment to Vocational and Technical Skills</li> </ul> <p>The Executive Director will direct delivery on the GMLPN Priorities:</p> <ul style="list-style-type: none"> <li>• Influencing and Informing</li> <li>• Demonstrating the Impact of Vocational and Technical Skills</li> <li>• Facilitating the response to Employer Need</li> <li>• Capacity Building</li> </ul>

<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• <b>Strategy and Planning</b> <ul style="list-style-type: none"> <li>• Leading on the development and successful implementation of the GMLPN’s annual business plan ‘Ambition’ encompassing organisational, project and financial plans that aligns the activities of GMLPN with the key economic development and skills strategies of Greater Manchester.</li> <li>• Establishing sound collaborative working relationships with our partners, across GM including but not exclusively, GMCA, GMCC, GMCG, GMCVO and Local Authorities. And more widely including, DfE, ESFA, Ofsted, Ofqual, IfATE, AoC, AELP and other regional/local provider networks. Additionally, working with awarding organisations e.g. NCFE, Pearson, Gateway Qualifications.</li> <li>• GMLPN has a specific role in developing the Northern Skills Network to represent skill providers across the North and evidence their contribution to the Levelling Up Agenda.</li> <li>• Analysing and communicating the implications of significant policy developments both locally and nationally, and representing the perspective of GMLPN and its members.</li> <li>• Maintaining effective governance by ensuring that the Board are: <ul style="list-style-type: none"> <li>○ Fully engaged in developing and promoting key strategies and plans</li> <li>○ Appraised of progress toward business plan objectives against the Performance Framework including the financial status of the organization and progress against key projects and initiatives</li> </ul> </li> </ul> </li> <li>• <b>Ensure the development and delivery key projects and provider development initiatives inline with the strategic objectives</b> <ul style="list-style-type: none"> <li>• Including Current Projects e.g.: <ul style="list-style-type: none"> <li>○ Apprenticeship Support and Knowledge for Schools (ASK)</li> <li>○ Apprenticeship Support for SMEs</li> <li>○ Inclusive Pathways – Autism Support</li> <li>○ FE Recruitment &amp; Retention</li> <li>○ Multiply Provider Support Programme</li> <li>○ GMLPN Provider Support Programme</li> </ul> </li> </ul> </li> <li>• <b>Developing the GMLPN Network by:</b> <ul style="list-style-type: none"> <li>○ Stimulating the active engagement of GMLPN members in the development and activities of the network through effective promotion and marketing of services to the membership and prospective membership.</li> <li>○ Promoting the activities of GMLPN – including its vision, objectives, its programmes, and its activities.</li> <li>○ Supporting and capacity building the providers in the Network to create and respond to employer demand, through the Provider Support Programme.</li> </ul> </li> <li>• <b>Enhancing Capacity and Capability of GMLPN staff</b> <p>Ensuring that the organisation develops a culture and climate which attracts, motivates, and retains a high performing team by ensuring that:</p> <ul style="list-style-type: none"> <li>○ recruitment, employment, and release of all personnel are aligned to the strategy and plans of the organisation, ensuring successful delivery of GMLPN’s projects and programmes.</li> <li>○ job descriptions are developed, and regular performance reviews of staff are held including the identification of personal and team development plans.</li> <li>○ sound human resource practices are in place and they comply with legal requirements.</li> <li>○ Health and Safety and Equality and Diversity policies are in place and applied.</li> </ul> </li> <li>• <b>Maintaining Financial Health:</b> <ul style="list-style-type: none"> <li>○ Work with GMLPN staff, and the GMLPN Board to maintain sound financial practices at the GMLPN.</li> <li>○ Ensure that adequate funds are available to permit the GMLPN to carry out its work.</li> <li>○ Ensure that GMLPN delivers its contractual commitments and requirements in respect of the projects we secure and contract to deliver.</li> <li>○ Accountability for maintaining official records and documents relating to GMLPN projects, initiatives, and programmes.</li> </ul> </li> </ul>
<p><b>Detailed Objectives</b></p>	<p>Detailed Objectives are set out in GMLPN’s 2023 ambition.</p>