



Job Title:	Practice Development Manager
Reporting To:	Development Director
Location:	Flexible (post holder can be home based or based at one of our regional offices in Leicester, London or Newcastle)
Salary:	£35,000 - £40,000 per annum
Contracted Hours:	37 hours per week (will consider job share for part-time applicants)
Contract:	Permanent Contract

Job Purpose:

Are you a JNC qualified youth worker with a passion for workforce development? If you have the experience, proven track record and energy to support us to develop a skilled and effective youth sector workforce come and join our team.

The National Youth Agency (NYA) is the national body for youth work. We believe investing in young people's personal and social development helps them overcome challenges and reach their potential. We want to ensure young people get access to the youth workers they need, so we seek to secure youth work through policy and advocacy; supporting youth workers to do their jobs better and; securing new resources.

NYA is in a new and exciting period of development and a key part of our work is to grow the support and services we provide for all those working with young people.

This management post is central to leading and developing the work of NYA across workforce and quality standards development within youth work. It will be pivotal in working with stakeholders across the sector to ensure that the initial training of youth workers reflects the needs of the landscape in which they operate, and the young people they work with as well as ensuring quality CPD to ensure youth workers are supported to retain strong professional identity and competence through their careers.

We need a proactive person that can competently manage a mixed portfolio and bring youth work expertise to everything we do. This role requires a JNC qualified youth worker with experience within a higher educational institution setting or who is experienced in initial training/CPD design and delivery.

This role will include leadership of the professional validation programme (JNC) and support the Education and Training Standards Committee (ETS) as well as ensuring the wider NYA's training and quality standards guidance and offer makes a powerful difference to the development of the youth work workforce.

Key Responsibilities

(supported by the Development Director and assisted by Project Management Office Administrator):

Contribute to the development and implementation of policy and practice concerning training, qualification and professional development of youth work staff at all levels through the following:

Professional and initial qualifications (JNC) leadership – in partnership with ETS:

- Responsible for the validation schedule of professionally qualifying higher education programmes (JNC) with

support from the PMO Administrator - delivering professional validation of youth work training programmes through the analysis of submissions for validation; providing advice and support for working groups; facilitation of validation processes; liaison with and support for associates; and writing reports for ETS.

- Lead the coordination and analysis of annual monitoring information from youth and community work training programmes and provide ETS and other reports as appropriate.
- Advise NYA and facilitate work with sector colleagues on the development, validation and endorsement of qualifications and qualification frameworks; including the writing and updating of appropriate requirements to secure an effective workforce for youth work.
- Oversee the endorsement of level 2 and 3 qualifications and off the job training for youth work apprentices; leading the meetings with awarding bodies to underpin this.

Training development and delivery:

- Lead the development of an NYA training centre, including a Virtual Learning Environment -scoping the market for initial training at level 2 and 3 and CPD short courses to support ongoing excellence in youth work delivery and management.
- Oversee the training offer - either direct delivery or engagement and management of associates.

Sector leadership:

- Support the Development Director and Board to develop NYA's strategic position on Workforce and Quality frameworks and to represent this position to the external world.
- Development, promotion and implementation of initiatives, policy and practice to support the continued development of youth work and wider youth workforce development and reform.
- Contribute to the wider work of the NYA including cross-agency groups, working parties, initiatives and projects.
- Support the Development Director to develop and deliver a wider quality standards offer to the sector (Quality Mark, Hear by Right etc.); scoping markets, engaging customers and coordinating appropriate resource to deliver services.

Partnerships and relationship management:

- To provide support to the ETS Committee and work closely with the Chair to ensure robust strategic and operational performance in line with best practice and the NYA's overall strategic direction.
- Lead and manage NYA's Education and Training Standards activity in England and as part of the broader UK joint ETS partnership (Scotland, Ireland and Wales).
- Liaise with the Professional Association of Lecturers in Youth and Community Work (PALYCW) in providing support and advice for Higher Education Institutions (in addition to professional validation work).
- Establish new and maintain current effective relationships with key stakeholders (in particular JNC, Local Government Association, PALYCW, HE providers, Awarding Bodies) and represent the NYA in a range of networks and forums addressing training, qualifications and other workforce development issues.

General/NYA facing:

- To manage associates that are supporting NYA work as required to ensure they fully understand what is expected in terms deliverables and as an ambassador of NYA and that performance is managed and evaluated.
- Monitor and update the workforce, training, qualification and ETS sections of the NYA website and support wider communications as required.
- Take ownership and drive the business plan for this area of work.
- Contribute to creating a culture of continuous learning and knowledge sharing within NYA.
- Ensure effective two-way communication throughout and across the organisation.
- Undertake such other duties as may reasonably be requested by the NYA leadership, commensurate with the grading of the post.

This is a current description of the job role, any future changes to the role will be in consultation with you as part of your employment with National Youth Agency (NYA).

The National Youth Agency (NYA) is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.

If you are interested in this post please go to <http://www.nya.org.uk/about-us/jobs/> and complete the application form. Completed application forms should be returned to Jaedet@nya.org.uk no later than Monday 30th April 2018 (12 noon)

Closing date: Monday 30th April 2018 (12 noon)

Interview date: Tuesday 8th May 2018 (in Leicester)

Person Specification – Practice Development Manager

Requirement	Description	Essential / Desirable
Education/ Experience	• Educated to degree level or equivalent with evidence of CPD	Essential
	• JNC recognised qualification in youth work	Essential
	• Training and assessment/teaching qualification(s)	Essential
	• Experience of training sourcing, design and delivery	Essential
	• Experience of work in relation to Higher Education Institutions or other training providers and organisations	Essential
	• Experience of work related to the quality assurance of services and programmes for young people	Essential
	• Senior responsibility in youth services in local authorities and/or voluntary organisations or their equivalent ;	Desirable
	• Direct experience of working with post 16 and higher education	Desirable
	• Formal project management training (PRINCE2, MS Project or similar) OR Formal programme management training (OGC Programme Management Training or similar)	Desirable
Skills & Abilities	• Experience of networking and building relationships with a wide variety of stakeholder groups and individuals at senior and strategic levels	Essential
	• Experience of working effectively with formal committees and smaller working groups; and managing and contributing to formal events, including conferences and meetings;	Essential
	• Experience of and commitment to promoting equality and diversity.	Essential
	• Demonstrable ability to receive, input and analyse data; producing accurate and informative reports and written feedback	Essential
	• Highly developed oral and written communication skills, including the production of formal reports, papers;	Essential
	• Strong attention to detail	Essential
	• Excellent I.T. skills including MS Office packages	Essential
	• The ability to work with minimal supervision	Essential
	• Ability to work co-operatively and constructively in a team environment	Essential
	• Strong organisational and workload management skills including the ability to prioritise own work and reprioritise when necessary	Essential
Knowledge & Understanding	• Excellent understanding of current youth policy and practice with particular regard to workforce issues	Essential
	• An understanding of the skills and competences required to provide good management and leadership to staff and/or associates	Essential
	• The capacity and commitment to understand and analyse current issues and perspectives in youth policy and professional practice, and to select and apply findings	Essential
	• Ability to assess information provided against quality standards/requirements and provide feedback and guidance.	Essential
	• The capacity to plan and manage a range of work areas and to oversee their strategic development and implementation at a level expected of a national expert in this area of work	Essential
Personal Attributes	• An understanding of equal opportunities and a commitment to anti-discriminatory practices	Essential
	• An understanding of safeguarding and young people and the commitment to ensuring practices which promote safeguarding	Essential