

INFORMATION PACK

CPD Coordinator at Bright Futures' Development Network Alliance for Learning

Full-time, 5 days per week, 36.25 hours per week

Term time only plus 10 days (40 weeks)

Required as soon as possible

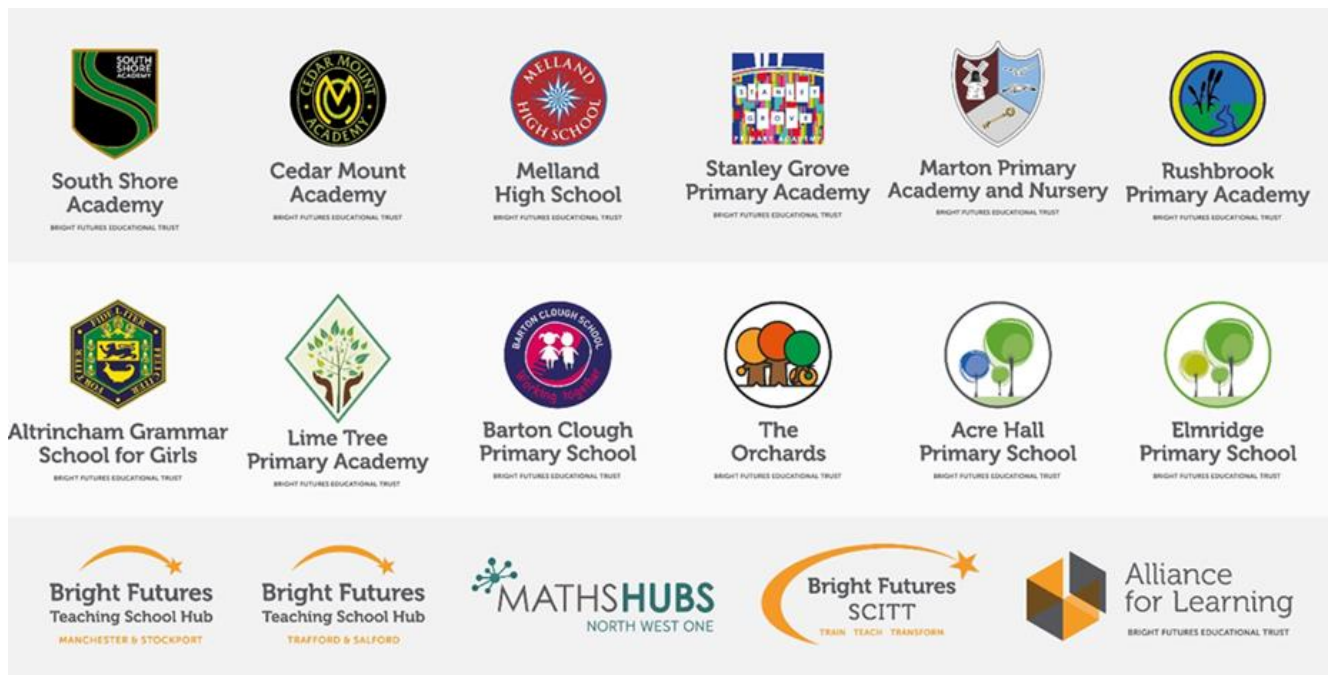
Local government pension scheme

An overview of the role

The role of the CPD Coordinator is to lead with the operational delivery of the continuing professional development (CPD) offer from the Alliance for Learning, part of Bright Futures Education Trust (see below). This will include both coordinating and organising the CPD as well as providing outstanding administrative support and exceptional stakeholder liaison to ensure that the Alliance for Learning and its CPD offer continue to be successful and well respected in the education sector. The nature of the support required will vary from day-to-day. Key responsibilities will involve a huge variety of administrative tasks as well as supporting with paperwork and record keeping across the Alliance for Learning, and with various stakeholders. The postholder will work closely with the Bright Futures Development Network Team, drawing on resources as and when necessary.

Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The Central Team comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs; Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the Executive Team, we have central operations for Marketing and Communications, Finance, HR, Educational Psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future.](#)

Collaboration and strong relationships form one of the ‘commitments’ in our Strategy and all components of the Bright Futures’ family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy.](#)

Bright Futures Development Network is another important component of our organisation. Underneath this umbrella we have large development networks and hubs and a significant team of staff. Within this outward facing area of Bright Futures, we have a commercial offer run through the ‘**Alliance for Learning**’ which runs as a commercial business providing school improvement services and CPD (continuing professional development) to over 700 schools and services our own schools. Also, we have a **Maths Hub: ‘North West 1’** providing Mathematics training and coaching to 500 schools and an Initial Teacher Training function our ‘**Bright Futures SCITT**’ (School-Centred Initial Teacher Training) with trainee teachers in every phase: Early Years, Primary and Secondary which makes it the largest SCITT in the NW. In January 2021, after significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs. The areas we serve are: LWY6 - 291 - Manchester, Stockport LWY8 - 192 - Salford, Trafford. This growth and expansion in our outward facing work brings about significant increase in accountability and reach. **The two Bright Futures Teaching School Hubs** are designed to provide strong strategic regional leadership to build strong partnerships to support teachers and leaders in every phase and type of school, at each stage of their development. A crucial part of the hub remit is carefully ensuring structured collaboration. The Teaching School Hubs are at the forefront of providing high quality professional development, playing a significant role in the implementation and delivery of: The Early Career Framework (ECF), National Professional Qualifications (NPQs), Initial Teacher Training (ITT) and CPD. The Hubs will work directly with the DfE and national NPQ/ECT providers. In addition to this, the Hubs will enhance the professional development needs of the academies within Bright Futures.





Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

Salary: NJC scale points 7 to 11 (Bright Futures Grade 4). The full-time equivalent pay is £20,092 rising to £21,748 per annum. Pay progression is linked to performance.

Working weeks: This is a term time only plus 10 days contract, working 5 days per week however we would consider flexible working for suitable candidates. Please see our Flexible Working Policy on the website: [Flexible Working Policy \(bfet.co.uk\)](http://bfet.co.uk/vacancies/)

Hours: 36.25 hours per week over 5 days.

Holidays: You will be entitled to 25 days holiday, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service.

Pension: Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>

Other: We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions.

For a full explanation of our employment offer please see the booklet on our website:

[Great-Place-booklet.pdf \(bfet.co.uk\)](http://bfet.co.uk/vacancies/)

How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equalities and diversity.

NO AGENCIES PLEASE.

Our new portal contains the application form and disclosure of criminal background form. The portal link is: [CPD Coordinator Application Form](http://bfet.co.uk/vacancies/). **Please complete the application by midday on 20th October 2021.**

The selection will take place on 25th October 2021 at The Hub (144 Irlam Road, Flixton, Manchester, M41 6NA).

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

JOB DESCRIPTION

CPD Coordinator: Alliance for Learning

Reporting to the Trusts Commercial Manager

JOB SUMMARY

The CPD Coordinator position fulfils an important role within the Bright Futures Development Network. The post holder will both organise and coordinate CPD as well as providing all the administration associated with the CPD operations. This role will lead the operational delivery of a specific training programmes and training events. The post holder will provide the interface between the organisation and our partner schools who book CPD with us. They will be responsible for coordinating many CPD courses and ensuring that administration systems are created and maintained in a highly effective way. Building relationships with schools is key, as is maintaining excellent customer relations at all times. This exciting role is varied and busy. We also require candidates to have excellent organisation skills, good time management skills and ability to use a range of communication channels. Candidates should also be committed to ensuring a high-quality experience for those engaging with our CPD through a focus on continuously improving effectiveness and real attention to detail.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

While not exhaustive, the following list of responsibilities gives an overview of this exciting role:

CPD Programme Management & Coordination:

- Managing the CPD calendar by logging all CPD, identifying delivery needs and securing appropriate training delivery whether that is face-to-face at venues or online for the programme delivery
- Undertaking course evaluations and regular customer satisfaction surveys to produce meaningful impact reports, and identifying areas of strength and weakness
- Analysing various data sources and scheduling the academic year's CPD programme by working to coordinate availability of internal and external facilitators, to build a comprehensive CPD offer
- Undertaking regular research to identify gaps in the CPD offer, and both proposing and presenting ideas on new CPD programmes to Bright Futures Development Hub Management
- Coordinating the Legacy NPQ work with Ambition Institute, including tracking and collating of delegate assessments and extensions
- Managing all CPD bookings received via the booking system or e-mail, ensuring delegates are assigned to the correct course and kept up to date with all arrangements
- Building positive relationships with course facilitators and enabling the smooth running of all courses by organising online platforms or in person booking arrangements and acting on other facilitator requests
- Undertaking project coordination through managing online platforms such as Google Classrooms for delegates
- Collating data and maintaining databases by logging all information on contacts, accounts and delegates on the CRM system
- Maintaining the CPD reporting system, ensuring all information is up to date and producing reports around school engagement. This also includes maintaining up to date contacts and groups of contacts eg. Headteachers for personal communication.
- Dealing with incoming enquiries and responding promptly, ensuring customers are signposted to appropriate courses
- Building successful and professional relationships with schools, delegates and key partners
- Undertaking work as requested by key partners, such as the DfE, through providing information, communicating with colleagues and attending meetings
- Ensuring all information for key partners complies with their standards and is thorough and correct, and all regulations and guidelines are adhered to

- Making key decisions relating to CPD, in the absence of senior management, showing good knowledge and confidence in important procedures; showing problem solving skills and a positive, solution focussed attitude highlighting creativity and teamwork

Events Management:

- Managing the logistics of courses effectively, including communication of relevant information to delegates and facilitators, setting up course materials and name plates/badges, setting up the room or organising online platforms, ordering refreshments, and providing sign-in sheets
- Ensuring all sensitive information, such as accessibility requirements, is handled discreetly in accordance with GDPR
- Ensuring all dietary and accessibility requirements are facilitated, to ensure delegate safety and comfort
- Communicating relevant information to delegates/facilitators to ensure high levels of customer satisfaction, and to strengthen professional relationships
- Organising all resources required for CPD sessions by complying with facilitator requests for photocopying, printing, ordering etc.
- Responsible for the meeting and briefing delegates on arrival for in person sessions, to ensure compliance with school safeguarding procedures
- Enabling online CPD by creating online meeting rooms/forums, sharing all the necessary details with those in attendance, managing online chat boxes and communication and undertaking troubleshooting for technical difficulties
- Delivering a smooth and effective client experience

Financial Responsibilities:

- Working closely with the Finance Team to produce invoices for delegates and facilitators, and to support with monthly debt recovery
- Maintaining ongoing analysis of the financial viability of CPD courses using rate cards and RAG reporting, to ensure value for money and take advice from senior staff if/when there is an issue
- Making critical, time-sensitive decisions about financial viability of CPD programmes, in the absence of Senior Management
- Undertaking responsibility for the financial management of ordering and procuring resources

Marketing of CPD:

- Supported by the Digital Marketing Lead, manage the Alliance for Learning Twitter account through the creation of engaging posts, marketing upcoming opportunities, sharing valuable resources and scheduling messages via Hootsuite
- Ensuring that course details are up to date on the booking form using Form Assembly and ensuring HTML code is added to the website accordingly
- Ensuring the website is up to date at all times so that partners can easily find dates for their next courses
- Undertaking responsibility for updating and curating the CPD area of the website through ensuring all information is up to date and creating new informative content on CPD opportunities when required
- Having knowledge of WordPress and other website editing programmes
- Ensuring the CPD brochure is up to date, available online and widely circulated
- Writing engaging marketing e-mails, personalised for different CPD opportunities and targeted towards different stakeholders
- Liaising with the trust Marketing & Communications Manager around marketing collateral, strategies and approaches used
- Managing stationery (compliment slips, cards, stickers etc.)
- Gathering relevant information to form the basis of the Bright Futures newsletter, and contribute to the newsletter on a weekly basis

Teaching School Hub additional duties:

At times the Team will work across the Development Network to support other areas with tasks such as:

- Providing administrative support for programmes such as the NPQs, ECF and ABs, and communicating with providers and delegates in a timely and efficient manner
- Providing admin support to Programme Managers and the Deputy Hub Directors to support application processes
- Any other work for the Leadership Team of the Teaching School Hubs to support pinch points in the year

Additional Responsibilities:

- General administration duties as requested by the Bright Futures Development Network Team including photocopying, printing, typing and proof reading, and establishing electronic and paper filing systems
- Attending meetings for the Bright Futures Development Network to provide technical support and share resources and presentations with those in attendance, promoting the wider work of the Development Network
- Working with other members of the Develop Network, maintain the CPD booking diary for the training room
- Ordering stationery, ensuring sufficient supplies of equipment for training sessions and wider administrative work
- Preparing papers and coordinating arrangements for meetings as required
- Maintaining administrative oversight of all Alliance for Learning activities
- Preparing and proof reading communications such as emails and newsletter/report content
- Producing all correspondence as required - letters, emails, mail merges - in a timely and professional manner
- Compiling and formatting documents, including presentations and reports, to a high standard complying with Trust guidelines
- Scanning, saving and maintaining documents and photographs onto an electronic filing system

PERSON SPECIFICATION

Category	Essential	Desirable	Method of assessment
Qualifications, Education, training	<ul style="list-style-type: none"> GCSE English and Maths up to GCSE level grade C or above Evidence of continuous professional development 	<ul style="list-style-type: none"> Experience of working in a school environment 	<ul style="list-style-type: none"> Application form Certificates
Relevant Experience	<ul style="list-style-type: none"> Experience of working in a busy environment with the ability to respond positively to high work demands and multi-task 	<ul style="list-style-type: none"> At least two years' experience of working in an office/school environment in an administrative capacity 	<ul style="list-style-type: none"> Application form References Interview
Knowledge, skills and abilities	<ul style="list-style-type: none"> Confident communicator with excellent interpersonal skills and the ability to interact and communicate effectively with a range of stakeholders and people at all levels within organisations Ability to analyse and interpret information and present findings in a clear and concise manner Experience of maintaining and developing databases Highly developed organisation and administrative skills Ability to work to deadlines with high attention to detail and accuracy Experience of undertaking a range of clerical duties and administrative 	<ul style="list-style-type: none"> Ability to undertake further training and development as required Experience of working within the school-to-school support environment Experience of project management and associated financial administration Experience of researching information, producing reports and making recommendations 	<ul style="list-style-type: none"> Application form References Interview Tasks

Category	Essential	Desirable	Method of assessment
	<p>duties, including data input and retrieval</p> <ul style="list-style-type: none"> • Good working knowledge of IT packages including Microsoft Office; Word, Excel, Outlook etc. • Ability to use own initiative in undertaking tasks with no/minimal supervision, demonstrating proactivity and forward thinking 		
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people		<ul style="list-style-type: none"> • Application form • Interview • Task
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		<ul style="list-style-type: none"> • Interview • Tasks
	Integrity: Evidence of doing the right things for the right reason		<ul style="list-style-type: none"> • Interview • Tasks
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		<ul style="list-style-type: none"> • Interview • Tasks