**Who are we looking for?**

***Are you ambitious for young people? Are you ambitious for your team? Can you lead a team effectively to achieve positive outcomes for young people who may have been disadvantaged in some way? Are you willing to go the extra mile for a young person? Have you the skills and ability to inspire and lead a team?***

***If yes read on……***

TCHC is looking for an organised, motivated, and solution-focused individual to manage our further education and training centre in Ipswich. The Centre Manager will play an integral role in our centre by ensuring effective management of the centre team, operations, and curriculum, be the lead for effective and successful implementation of the TCHC vision resulting in learner achievement, success and sustainable training centre for learners who require additional support to progress.

A person to build and promote the centre’s importance to the local area and its communities with key stakeholders, identifying opportunities that support business growth. Confidently lead a team strategically through good organisational, interpersonal, and communication skills while enthusing others along the way.

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| --- | --- |
| **Job Title** | Centre Manager  |
| **Location:** | Ipswich |
| **Working Hours:** | 8.30 am to 5.00 pm, Monday to Friday, inclusive of 1-hour lunch unpaid, 37.5 hours per week. |
| **Contract Type:** | Permanent |
| **Reports to:** | Director of Youth Programmes |
| **Salary Band:** | £32,000 to £36,000 per annum |

**What are we looking for?**

**Qualifications:**

* Management qualifications from Level 3 (Desirable)
* Quality assurance qualification (Desirable) or willing to work towards
* GCSE (or equivalent) in English and maths at grade C or above (Essential)
* To have experience managing teams within an educational setting (Essential)
* SEN qualifications and experience (Essential)
* Experience and understanding of an EHCP (Essential)
* Background in further education either with a training provider or College
* Experience in managing administrative responsibilities ensuring operational tasks are successful. (Essential)

**Main Tasks & Responsibilities**

* To lead and manage the team of the education and training centre implementing the TCHC vision and curriculum.
* To provide strategic and effective leadership for the operational success of the centre through effective staff management.
* To implement methods to build and extend effective local and/or national relationships that support the growth of the centre.
* Attend network meetings with all referral agencies, and local authorities, to ensure the centre is positioned effectively to support these stakeholders.
* To work with the tutors to ensure learners are receiving good quality education across all courses.
* To effectively oversee the behavioural management and attendance monitoring of learners.
* Manage the learner recruitment process by effectively reaching centre capacity.
* Effectively manage the EHCP process within education ensuring targets are being achieved.
* Safeguarding is acted on promptly and reported to the safeguarding manager.
* Monitor KPIs and report to the Director of Youth Programmes
* Monitor and manage the centre's finances with the finance department.
* Meet and build relationships with families and young people.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, individuals in these roles must demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

***TCHC is a disability confident committed employer.***

**Commitment to Safeguarding**

TCHC is committed to Safeguarding and to promoting the welfare of children, young people and adults. All staff are expected to adhere to our Safeguarding & Child Protection Policy and the safeguarding responsibilities outlined in their job description.

We conduct Safer Recruitment Checks on all staff prior to confirming a start date, in line with Keeping Children Safe in Education. An online search of information within the public domain is conducted on all candidates who are invited to interview,

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Please see our Recruitment with Safer Recruitment Policy for further information or get in touch on 01923 698430 or safeguarding@tchc.net

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period after 1 year of service.
* When your birthday falls on a working day you will receive this day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company after the probationary period.
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please send your CV and cover letter to HR@tchc.net