

Job Description

Growth and Development Manager

Role Summary

No Limits falls under the umbrella of The MacIntyre Group. Our division provides education to over 200 young people, and employs over 230 staff across five provisions in Aylesbury, High Wycombe, the East Midlands and Warwickshire, Milton Keynes and Oxford.

Working closely with the Head of No Limits, you will lead on the development and delivery of an ambitious growth strategy for No Limits with a focus on partnerships in education. You will be responsible for developing new market initiatives, assessing opportunities and ensuring that our growth is sustainable and built on solid long-term relationships.

You will be accountable to the Head of No Limits.

Our job descriptions are all written with the following four key points about MacIntyre in mind

Our Vision

For all people with a learning disability to live a life that makes sense to them.

Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

The People We Support

1. To lead on growth initiatives and relationship building which delivers high quality education through partnerships with local authorities, the Colleges and other stakeholders.
2. To safeguard and promote the welfare of all the young people supported by No Limits, in Line with MacIntyre's Safeguarding policy, procedures and guidelines and to adhere to them at all times
3. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
4. Ensure that all young people feel safe, valued and supported in a way that makes sense to them and that they are treated with respect, dignity and equality at all times.
5. Ensure full implementation of MacIntyre's Health and Safety Policies and Procedures including ensuring all reasonably required risk assessments are in place, understood by staff and regularly reviewed.

Our Staff

6. To lead on the growth of No Limits, including creating sustainable growth plans alongside Programme Managers, negotiation of contracts alongside the Business Support Co-ordinator and finance colleagues. Ensuring all activities are commercially viable. When seeking new opportunities assessing the risks to the Charity.

Quality

7. Identify opportunities and create presentations to enable you to market No Limits to potential new partners.
8. To assist the mobilisation of new contracts in partnership with Programme Managers.
9. Link with the Marketing Team to ensure communications and new business is working together where appropriate. And to develop new marketing materials specific to No Limits
10. Playing a key role in the No Limits leadership team including input into business planning and strategic decision making.

Sustainability

11. Lead the effective management of tenders including timely response to opportunities, designing delivery models, and ensuring good co-production in this process with our operational colleagues and the young people we support.
12. Advise on the suitability/viability of potential tenders, taking into account recruitment challenges in some areas.
13. To build relationships with existing and prospective college partnerships which maximise our visibility, influence and effectiveness.
14. To take part in No Limits strategy group meetings.
15. To advise the Head of No Limits on relevant market developments, emerging policy and funding opportunities that might impact on the Growth Strategy.

Leadership in MacIntyre requires you to:

16. Be person centred in your approach
17. Be visible. accessible and approachable
18. To behave in a way that demonstrates you take ownership and responsibility

General Accountabilities:

19. To comply with MacIntyre Health and Safety policies and be aware of your responsibilities in accordance with the Health and Safety at Work Act.
20. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the Group's Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

21. To be responsible for your own personal and professional development; undertaking learning and development activities including attending role specific training as required.
22. To attend and participate in staff meetings, individual formal supervisions, appraisals, staff debriefings to ensure consistency and good practice.
23. To undertake any other reasonable tasks as are required at the discretion of the Head of No Limits.

Person Specification

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

	People We Support	Our Staff	Quality	Sustainability
Essential				
Demonstrate experience of business development, preferably within education/post 16/SEN	✓	✓	✓	✓
Proven track record of successfully managing education contracts and grant funds, including financial modelling.			✓	✓
Educated to degree level or with equivalent experience.			✓	
Significant Management experience.			✓	✓
Commercially astute with a thorough understanding of business planning.			✓	✓
A solid understanding of contract management			✓	✓
A successful track record of building effective partnerships at all levels.			✓	✓
Desirable				
Knowledge of statutory legislation concerning the protection of Young People			✓	✓
Appreciation of current educational landscape	✓	✓	✓	✓
Proven experience of motivating and leading effective teams and delivering projects in a multi-disciplined environment.		✓	✓	✓
Experience and in-depth knowledge of young people with severe and complex educational needs	✓	✓	✓	✓
Special knowledge and Skills the candidate must be able to demonstrate:				
Behavioural Competencies:				
Action orientated, outcomes focused.		✓	✓	✓
Has excellent and adaptable communication skills.		✓	✓	✓
Strong influencing, negotiation and advocacy skills.		✓	✓	✓
Is an adaptable and flexible team player who is willing and able to lead from the front		✓	✓	✓
Strategic thinking and planning:				
Can think systematically and analytically, makes complex plans in a systematic way.			✓	✓
Can plan and review including providing programme and project management.			✓	✓
Reviews progress against plans in terms of standards, performance and finances, and taking decisive action as necessary.				
Business/commercial awareness:				
Can project costings and manage budgets			✓	✓
Can manage resource, estimating, monitoring and securing resources.			✓	✓

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Has a consultative approach, enabling partners to identify and/or clarify problems, then developing and implementing appropriate solutions to address issues			✓	✓
Interpersonal Relationships:				
Has strong inter-personal skills in establishing relationships both within the organisation and beyond, positively influencing stake-holders and partners.		✓	✓	✓
Goes out of the way to establish contacts and use the relationships to achieve business objectives			✓	✓
Personal effectiveness:				
Has personal drive and proactivity.	✓	✓	✓	✓
Inspires the respect of others	✓	✓	✓	✓
Deals confidently with opposition.	✓	✓	✓	✓
Makes sound judgements, has the ability to identify and escalate critical issues/risks effectively	✓	✓	✓	✓
Strives for continuous improvement	✓	✓	✓	✓
Ability to negotiate in difficult/challenging situations	✓	✓	✓	✓
Personal Attributes:				
Ability to promote MacIntyre's Values and DNA	✓	✓	✓	✓
Confident, calm, comfortable in a range of settings, passionate about understanding the needs of families and young people.	✓	✓	✓	✓
A commitment to the belief that all young people should have a purposeful and fulfilling life and to support them to develop the skills and understanding to take more control over their lives	✓	✓	✓	✓
The ability to identify new and emerging market trends and to assess their relevance and impact.			✓	✓
The ability to research complex information, critically evaluate, and draw out trends.			✓	✓
Expert influencing skills.			✓	✓
Passionate about achieving high levels of excellence.			✓	✓
Ability to work collaboratively with others to provide a high-quality service.	✓	✓	✓	✓
Numerate with strong analytical and problem-solving ability.		✓	✓	✓
An understanding of all regulations to remain compliant	✓	✓	✓	✓
Other		✓		
A commitment to the implementation of the MacIntyre Group's Equal Opportunities Policy.		✓	✓	✓
Current (full) driving licence and the flexibility to travel widely as required for this post. May include overnight stays.				✓
Able to work flexible hours including evenings, bank holidays and weekends (as and when required).				✓