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Digital Skills Hub Development & Partnerships Manager

THE MERCIAN TRUST

ALDRIDGE SCHOOL

Q3 ACADEMY GREAT BARR

Q3 ACADEMY LANGLEY

Q3 ACADEMY TIPTON

QUEEN MARY’S GRAMMAR SCHOOL

QUEEN MARY’S HIGH SCHOOL   
SHIRE OAK ACADEMY  
THE LADDER SCHOOL  
WALSALL STUDIO SCHOOL

Job Description: Digital Skills Hub Development & Partnerships Manager

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| Post | Digital Skills Hub Development & Partnerships Manager |
| Responsible to | Principal of Walsall Studio School & Sixth |
| Contract and Salary | NJC Grade 9 SPC 30 **(£38,223 - £43,421)**  Full Time / Whole Year / One Year Contract (initially)  37 hours per week |
| **About The Mercian Trust and Walsall Studio School & Sixth**  The Mercian Trust is an education charity that runs nine schools for around 10,000 students in and around Walsall and Sandwell, West Midlands.   Our Trust is a family of schools with a common moral purpose of increasing opportunities and improving outcomes for students – but we are not a ‘one-size-fits-all’ Multi Academy Trust. The uniqueness of each school is as important as the uniqueness of each student in our schools. Staff and students at our schools benefit from being part of our Trust through the sharing of ideas and expertise with each other.   Walsall Studio School & Sixth is one of our nine schools. As a specialist vocational school, Walsall Studio School and Sixth provides a unique curriculum, atypically serving 14–19-year-olds who have a keen interest in the creative industries. Working closely with employers, students undertake qualifications that provide them with the skills, knowledge, and experiences to accelerate their progression onto the very best universities, conservatoires, and apprenticeships.  **Pioneering new opportunities | Walsall Studio School’s Digital Skills Hub**  In June 2024, Walsall Studio School & Sixth launched a Digital Skills Hub in the heart of Walsall town centre with formal opening planned for September 2024. Benefitting from the Government’s Walsall Town Deal capital investment programme, the Digital Skills Hub looks to support Walsall town regeneration and economic growth through investment in digital skills development.  Acting as a gateway to accessing high-quality industry-ready skills and qualifications for our wider adult community, the Digital Skills Hub will also extend opportunities to our Studio School’s 14-19 learners, who will benefit from an exciting and enriched digital curriculum.  Working in collaboration with key industry partners, Walsall Studio School’s Digital Skills Hub will offer a range of industry-relevant programs to meet the demands of local and regional businesses. Supporting both individuals and businesses, the hub will cater for those returning to employment, as well as those who are employed or self-employed, looking to upskill their digital and creative media capabilities to stay relevant, competitive, and employable.  **Join our team!**  To lead this exciting new opportunity, we are looking to appoint an innovative and dynamic individual who is up-to-speed with industry developments and possesses excellent networking capabilities to unlock the potential of collaborative partnerships.  Working alongside Walsall School & Sixth’s leadership team, as well as a range of industry and wider stakeholders, this role will be essential in creating strong alignment and a common purpose to digital skills development and innovative approaches to ignite student and adult community uptake in related digital/ media fields.  The post holder will manage the day-to-day operations of the hub, ensuring resources are deployed effectively and efficiently to maximise the Digital Skills Hub’s potential across our community. | |
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Main Responsibilities

**Digital Skills Hub Management**

* Oversee the day-to-day management of business operations and resourcing, ensuring delivery is on time, within budget, and to a high standard.
* Manage a small and flexible team, including digital specialists and providers.
* Prepare and manage budgets, monitor against KPI’s, to ensure that resources are used effectively and efficiently.
* Prepare reports for stakeholders highlighting outcomes, outputs and impacts.
* Implement procedures and practices in accordance with school and Trust policies.

**Commercial Activity and Partnerships**

* Support the development of a Digital Hub strategy that aligns with Walsall Studio School & Sixth and The Mercian Trust's overall vision and mission.
* Stay up to date with the latest developments, such as AI and Cyber Security to ensure skills and training remain relevant.
* Expand our relationships with key sector leaders and potential stakeholders.
* To develop provision.
* Identify and secure new funding and partnership opportunities to sustain and expand our offer.
* Develop and maintain relationships to ensure programs are accessible to the wider community.
* Stay up to date with emerging digital technologies and trends to inform how these can be leveraged to enhance provision and curriculum development.
* Support the development of high-quality marketing and publicity.
* Gather information and data on programme participants and stakeholders to ensure compliance and completion with returns.

**Curriculum and Skills Development**

* Work alongside partners to develop a compelling and relevant skills/ training workshop and curriculum offer.
* Develop and deliver programs aimed at improving digital skills, digital literacy, and digital enrichment, including workshops, training sessions, and other educational activities.
* Recruit cohorts to ensure viability and sustainability of our offer.
* Work alongside the school’s leadership team to enhance and enrich curriculum through broadening of industry-related opportunities and experiences across the Trust.
* Identify new and innovative solutions to enhance professional skills development.
* Establish effective systems to evaluate and review curriculum offer and program development.

**Safeguarding**

In addition to the ability to perform the duties of the role, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

*In addition to the main roles and responsibilities outlined above, the post holder will also be required to undertake any other duties that are reasonably deemed part of the role.*

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Work Environment:

This post will be based in a shared office environment. The postholder will be required to work at the Studio School Site and within the Digital Hub.

Safeguarding:

The Mercian Trust is committed to equal opportunities, safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service, which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. Please review the Trust website for Safeguarding and Child Protection Policies. If you are shortlisted for this role, an online search will be carried out which may identify any incidents or issues that have happened and are publicly available online. We are required to undertake this due diligence to meet statutory safeguarding requirements.

Person Specification

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| **Education, Training and Qualifications** | **Essential** | **Desirable** |
| A degree or professional qualification relevant to the post. |  | X |
| A commitment to continuing professional development. | X |  |

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| **Knowledge** | **Essential** | **Desirable** |
| A broad range of knowledge within Digital Skills and ICT disciplines. | X |  |
| Knowledge of latest industry trends and developments | X |  |
| Knowledge and experience of working with The Mercian Trust. |  | X |
| An understanding of equal opportunities. | X |  |
| Commercial acumen. | X |  |

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| **Skills & Behaviours** | **Essential** | **Desirable** |
| Excellent inter-personal skills demonstrating capacity to build strong working relationships with others. | X |  |
| Excellent ICT skills. | X |  |
| Excellent time management skills and the ability to work to tight deadlines. | X |  |
| A creative and strategic thinker and self-starter. | X |  |
| A commitment to supporting the Trust’s agenda for safeguarding and to promoting the welfare of all young people. | X |  |
| Act as safeguarding lead for the project | X |  |
| **Relevant Experience** | **Essential** | **Desirable** |
| Experience of working in digital/ media fields, managing, and delivering projects | X |  |
| Experience of working in an education setting. |  | X |
| Experience of developing a digital strategy. | X |  |
| Experience of designing and delivering programs |  | X |
| Experience of managing a network of permanent and sessional staff |  | X |
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How to Apply:

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| Post | Digital Skills Hub Development & Partnerships Manager |
| Contract and Salary | NJC Grade 9 SPC 30 **(£38,223 - £43,421)**  Full Time / Whole Year / One Year Contract (initially) |
| Closing Date | Tuesday 03rd September 2024 |
| Interview Date | Week commencing Monday 09th September 2024 |
| Informal Conversations | For an informal conversation about this role, in the first instance please contact Tony Dennant, Executive Director Business Transformation, via email anthony.dennant@merciantrust.org.uk |
| How to apply | Please check you meet the person specification.    Please complete a Trust application form and a covering letter no longer than 2 sides of A4 outlining why you believe you are the right candidate for this role and how your recent and relevant experience have prepared you for this post. |



