

Job description

Job title:	Area Relationship and Development Lead
Department:	Regional Engagement (Education and Standards Directorate)
Location:	Remote
Working hours:	Monday to Friday, 35 hours per week minimum
Contract:	FTC to end of July 2026
Responsible to:	Regional Relationship Manager
Responsible for:	No direct reports
Salary:	Band C

About us

The Education and Training Foundation (ETF) is the workforce development body for the Further Education and Training sector. We work in partnership with others to deliver professional learning and development for teachers, trainers and leaders. We balance government priorities with sector needs to achieve our core charitable purpose to improve education and training for learners aged 14 and over.

The ETF believes that the key to improving education and training is to support teachers, trainers and leaders to excel. Everything we do is in pursuit of its vision of:

- highly effective, professionally confident teachers and trainers
- first class leadership of the sector
- FE as the career of choice for ambitious professionals who wish to make a difference.

Role purpose

To support the professional development of Further Education providers and their staff through an effective account management service.

Responsibilities

Particular to this post

1. To act as an ambassador for the organisation at all times and provide a positive and professional image of the role and organisation.
2. To actively engage with T Level and other FE providers to ensure the ETF effectively understands their needs.
3. Build relationships with FE providers across the region to actively increase engagement in ETF programmes and activities

4. To develop and maintain a full understanding of the organisation's current and planned provision to ensure opportunities are optimised with existing and new providers.
5. To facilitate organisational Training Needs Analyses with providers to identify the organisation's professional development needs at the widest organisational level.
6. To provide sector intelligence and feedback to the organisation to support the development and improvement of programmes, and to continually develop and maintain a thorough understanding of local, regional and sector specific trends.
7. Work with the colleagues and delivery partners to inform the development of content and materials that meets sector needs based on qualitative and quantitative feedback.
8. To support and increase engagement in ETF networks, including attending meetings, facilitating sessions, providing relevant input and sharing best practice.
9. To identify and highlight risks and concerns associated with the role, including financial, operational, reputational, quality, legal and political and report them to the line manager.
10. Ensure the ETF CRM is updated with engagement data, including details of relevant stakeholders within the region.
11. To work collaboratively across all the ETF's functions and teams.

The successful candidate will be expected to:

1. Undertake frequent regional and national travel, with occasional overnight stays, on behalf of the organisation.
2. Work evenings when required and participate in local networks.
3. Although you will not be working directly with young people or vulnerable adults this role will involve you visiting education providers and you will be required to undertake a DBS check.

Additional information

Our commitment to Equity, Diversity, Inclusion and Belonging

Equity, Diversity, Inclusion and Belonging; FE is for everyone - it gives everyone opportunities to excel at whatever stage of their learning journey they are at. We are proud of the work that staff across the sector do to support learners to excel, and in particular to support those in the least advantaged groups. Through offering lifelong learning, our sector supports the journey towards social justice. We are an employer committed to sustainable practice and have an open and fair People Strategy where all staff have equal opportunities to develop and excel. Our values guide us in how we work with teachers, trainers, leaders, partners and stakeholders alongside how we behave and operate as a team.

Person specification

	Essential skills for the job
Experience, skills, and knowledge	
Educated to degree level or equivalent experience	✓

Experience of developing and maintaining relationships at a leadership and management level in the FE sector.	✓
Proven track record of developing strong relationships through effective, relationship, account or stakeholder management.	✓
A detailed understanding of the FE sector and the challenges it faces	✓
Ability to demonstrate strong understanding, knowledge and experience of what makes effective professional development in an education and training environment	✓
Very high level of interpersonal and communication skills, including effective and engaging presentation delivery	✓
Very highly skilled in building rapport, empathy and co-operation at all levels of interaction	✓
Excellent strategic and analytical skills	✓
Highly self-motivated and proactive with the ability to prioritise workload to meet tight deadlines	✓
Experience of working with credibility across the FE and training sector.	✓
The ability to build and maintain a professional network of contacts from FE providers, local authorities, Local Enterprise Partnerships and regional and local delivery organisations.	✓
Ability to reach decisions and judgments based upon a sound evidence base	✓
A creative thinker with strong problem-solving skills	✓
Highly organised. Excellent organisational planning	✓
Strong IT skills, Microsoft Office	✓
Solution orientated – problem solver, flexible, adaptable & resilient	✓
Personal qualities	
Demonstrate commitment to the ETF's values	✓
Promotes and works in accordance with organisational values	✓
Demonstrate a knowledge, understanding and personal commitment to Equality, Diversity and Inclusion across all areas of work	✓
A collaborative mindset and strong team working skills	✓
Ability and tenacity to engage and work with a range of stakeholders	✓
Engenders energy and enthusiasm in their area of work	✓