



## **JOB DESCRIPTION, PERSON SPECIFICATION AND APPLICATION PROCESS**

<b><u>JOB TITLE:</u></b>	Director of Training
<b><u>RESPONSIBLE TO:</u></b>	Chief Executive
<b><u>LATERAL RELATIONSHIP:</u></b>	Director of Operations
<b><u>FUNCTIONAL RELATIONSHIPS:</u></b>	Accounts and Communications Manager Events and Marketing Manager
<b><u>JOB LOCATION:</u></b>	AGBIS Head Office or based from home
<b><u>HOURS:</u></b>	Full time

This is a key executive role delivering the training and consultancy portfolio for AGBIS. The post holder will support the Chief Executive and contribute to strategic development of the Association.

### **PRIMARY COMPONENTS OF THE ROLE:**

#### **1. STRATEGIC DEVELOPMENT**

- Attend Board meetings, Training and Membership Committee meetings, advise and report as required to both, and contribute to the strategic development of the Association.
- For the approval of the Board, contribute to and assist the Chief Executive in co-ordinating a rolling three year AGBIS development plan and training programme and report on their implementation.
- Develop a range of resources to support AGBIS's training programme and development plan.

#### **2. TRAINING**

- Design, implement and deliver the annual seminar programme and Annual Conference, arranging content to take account of feedback and current issues. Work with other organisations to deliver joint events. Direct and work together with the Events and Marketing Manager in relation to venues and the booking process.
- Develop the Regional Meetings programme in consultation with the Regional Officer(s). Work with the Regional Officer(s) to advise schools who have agreed to host

regional meetings of the arrangements, arrange speakers and ensure the booking process is managed effectively. Direct and work with the AGBIS staff over promoting each event.

- Provide and develop new training materials for:
  - The e-Learning courses for new and existing governors.
  - The on-site training programme.
  - The website.
  - The seminar programme.
  - Other media.
- Speak/ present as required at seminars, regional meetings, governing bodies' training sessions and strategy days.
- Liaise with professional development officers (PDOs) of other ISC associations and attend relevant meetings as appropriate.

### 3. MEMBERSHIP, COMMUNICATIONS AND CONSULTANCY

- Liaise with the Accounts and Communications Manager and/ or the Events and Marketing Manager, as appropriate, on the development of the website and in particular the members' area, the e-Learning package and in improving communication with governors of member schools.
- Promote and participate in Reviews of Governance of member schools.
- Arrange members' consultancy services e.g. facilitation of a governing body away day.
- Research and draft items for the e-Newsletter and the website.
- Support the Chief Executive in resolving governance issues in Member schools.

### 4. GENERAL

- Deputise for the Chief Executive as and when needed.
- Keep abreast of current governance issues and concerns.
- Take part in such staff training as may be agreed.
- Attend meetings as required within or on behalf of AGBIS.
- Undertake such other appropriate duties as may from time to time be required.

### ADDITIONAL INFORMATION

The appointment is full time.

The details of the responsibilities may be varied to suit the particular skills and ability of the person appointed, the aim being to assemble the best team to meet the needs of governors of our member schools.

Work may be undertaken from the AGBIS Office in Welwyn or from home. If the latter, there will be the need to meet with the Chief Executive regularly. AGBIS will provide the appropriate equipment to carry out the appointment.

The person appointed will have direct experience of independent schools and be familiar with the responsibilities and the operation of a governing body. He or she will have experience and/or a detailed understanding of the role of a Bursar/ Clerk to the Governors within an independent school and how this connects with the Head/CEO. He or she will be expected to continue as, or to become, a governor of at least one independent school. The applicants will need to be comfortable with public speaking to large or small audiences.

In addition to the Chief Executive, there are four members of staff who provide support from the Welwyn office, one of whom works part time, and a home-based Regional Officer. The AGBIS membership is growing steadily; it currently numbers some 770 schools or groups of schools which are very diverse in nature. Demand for AGBIS services continues to increase, particularly in relation to reviews of governance and on-site training delivered both throughout the UK and to our international members. Similarly, the number of seminars staged each year has risen significantly in recent years to meet the specific needs of governors and is expected to grow further. The popularity of the e-Learning course also continues apace. Further improvement in electronic communication with members remains a high priority, with significant investment recently in a new CRM system and a refreshed website in the pipeline.

### PERSON SPECIFICATION

#### Essential

- To be educated to a minimum of degree level
- Hold a professional qualification and/ or have appropriate experience in delivering and developing training/education
- To have senior management experience in a UK or international school setting or within a commercial organisation connected to children and young people and the education sector
- To have a detailed understanding of the field of independent education and the wider charitable sector in the UK
- To be able to work effectively with stakeholders connected to independent schools and related organisations within the Education sector
- To have excellent communication skills, with the ability to deliver confident and informed presentations and engage effectively in a diverse range of formal and informal writing and speaking duties
- To have effective influencing skills with colleagues at all levels and the ability to inspire and motivate others to engage in professional development activities

#### Desirable

- To have experience working as a Bursar/ Clerk to the Governors (or similar role at a senior level) within an independent school

## RENUMERATION AND CONDITIONS OF SERVICE

The precise details will be discussed and negotiated with the successful candidate. Depending on the skills and experience of individual candidates a degree of flexibility exists. However, as a guide:

- The post is available from 1<sup>st</sup> September 2019
- The position is considered to be a full-time post, working hours as required to discharge duties
- The candidate will be required to manage the AGBIS Annual Conference and AGM and attend Board/ Committee meetings which usually take place in London
- Travel representing AGBIS at conferences, events, training programmes and on school visits will be a component of the role. Travel expenses will be reimbursed accordingly
- A competitive salary will be offered, dependent upon qualification and experience, and will be discussed with the successful applicant
- Holiday entitlement of 30 days plus statutory bank holidays
- Access to pension scheme - AGBIS employer pension contribution is at 10% of salary
- Access to medical insurance
- Candidates must be eligible to work in the UK

## AGBIS SAFER RECRUITMENT PROCEDURE

- Candidates must be willing to undertake Disclosure and Barring Service checks (DBS)

## APPLICATIONS

Applications should be submitted in the first instance to Richard Harman, AGBIS Chief Executive, by letter (address below) or by email to [ceo@agbis.org.uk](mailto:ceo@agbis.org.uk). They should consist of a full CV, including salary levels, details of educational qualifications and experience of the independent schools' sector, together with a succinct covering letter explaining suitability for the post and the contact details of two people who have agreed to provide references in confidence specifying whether they can be contacted prior to interview. One of the referees should be the current or most recent employer.

If you have any questions about the position or the role and function of AGBIS, please contact Richard Harman, Chief Executive, on 01438 840730 or Email: [CEO@agbis.org.uk](mailto:CEO@agbis.org.uk).

Address: Richard Harman, Chief Executive, AGBIS, The Grange, 3 Codicote Road, Welwyn, Herts AL6 9LY

The closing date for applications is 28 February 2019 and interviews will take place in early March 2019.