

***Are you passionate about Lancashire, its Skills Providers and Work Based Learning?
Do you want a role that can help influence the work based learning sector within Lancashire?
Are you a talented, self-driven professional looking for an exciting challenge and a chance to
make a difference?***

If so then we are looking for someone like you to join our team.

An exciting opportunity has arisen within the Lancashire Work Based Learning Executive Forum (LWBLEF) and we are looking to recruit a Forum Manager. This role will report directly into the Chair of the LWBLEF and will play a key role in supporting both the Board and Forum members to achieve its vision.

If you haven't heard of us The Lancashire Work Based Learning Executive forum (LWBLEF) was formed in 2006 and is set within the heart of Lancashire. It is a collective group of 20 members; Independent Training Providers, FE Colleges, Universities and Employer Providers, who deliver on ESFA funded contracts across the country and who are all passionate about developing excellence within work based learning. The LWBLEF is an important Forum which supports its members to provide the highest quality learning opportunities to young people and adults to the benefit of employers and the wider society in Lancashire. The vision for the LWBLEF is very clear in that we want to ensure that Apprenticeships and routes into Apprenticeships are seen as a valid and recognised route of choice into Higher Education (HE) and for career progression for individuals. In the role of Forum manager you will work with the Board of Directors at a strategic level to contribute to setting annual objectives and budgets. In addition to this, you will also act as company secretary and ensure the LWBLEF is compliant with appropriate legislation.

As Forum Manager you will have responsibility for promoting the LWBLEF and its services and ensuring it is best positioned to influence and benefit from opportunities for the company or its members.

This role will be supported by a Project Co-Ordinator and a Project Worker you will be responsible for ensuring they fully understand the direction of the Forum and how they contribute to its success.

In order to be successful in this role you will need to have strong knowledge of work based learning with particular regard to Apprenticeships, Ofsted and funding agency standards and contractual requirements. As you will be working with a wide range of people, you must be able to demonstrate highly effective communication skills and ability to influence and negotiate with people when required. Experience of managing budgets and understanding Financial planning will also be advantageous.

Salary and Benefits

For this role we are offering a competitive package with a salary of between £37,000 - £40,000 plus an attractive and comprehensive range of benefits including pension, healthcare, holidays, mileage and partial home based working.

Working hours will be 37.5 hours per week from a base in Accrington with flexibility to work from home for part of the week.

We are now inviting applications for this role and should you wish to apply, please send your CV and covering letter to Lisa Bloomfield at lisa.bloomfield@t2000.co.uk by no later than **Monday 20th June 2022**

For informal discussions regarding the role, please contact Lisa Bloomfield Lancashire Work Based Learning Forum Chair on 07976545744