

Person Specification

Job Title: Lancashire Forum Manager & Company Secretary

Responsible to: The Chair of the Lancashire WBL Executive Forum

Criteria	Requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Strong knowledge of WBL in particular Apprenticeships, learner and employer engagement. • Good knowledge of Government regulations with regards to funding and quality. • Comprehensive knowledge of Ofsted, funding agency and external awarding body quality standards. • Comprehensive knowledge of assurance tools and processes and their use as a management tool. • Comprehensive knowledge in relation to the formulation and delivery of strategic and operational business plans and risk registers.
Skills and Relevant Experience	<ul style="list-style-type: none"> • Strong experience of working at a senior level in an FE/WBL background. • Demonstrates highly effective and consistent communication and active listening skills. • Demonstrates highly effective strategic and operational, organisational and planning skills. • Demonstrates a positive and proactive approach in anticipating customer requirements and delivers to high standards of customer satisfaction. • Strong experience of successful project management in the field of WBL. • High level IT and presentational skills. • Demonstrates robust financial planning and budgetary skills in the development and management of the Forum budget and business plan. • Experience of successful tendering or bid writing to secure project funding. • Strong experience of networking and excellent influencing skills. • Experience of people leadership.
Behaviours	<ul style="list-style-type: none"> • Demonstrates strong positive customer focused behaviours which enable the development of strong customer/ partner relationships. • Demonstrates supportive behaviours which encourage members / staff to provide innovative ideas, solutions and continuous improvements, which benefit the company / network. • Demonstrates well developed engagement behaviours, which motivate and influence customers and partners. • Demonstrates enthusiastic and innovative behaviours with a solution orientated approach. • Demonstrates professional behaviours and integrity and commands respect within the network.