

- Role:** Professional Development Expert in Leadership and Management, Level 3 and Level 5
- Package:** Pension, Generous leave, Flexible working
- Location:** Remote working
- Salary:** circa £45,000 - £60,000

Corndel is seeking exceptional managers to join our Professional Development Expert (PDE) Team to deliver a first class coaching and training programme for senior, middle and entry-level managers. To be successful in this role, you must have management experience, successfully leading and developing teams.

We are looking for people who understand the complexities, challenges, rewards and opportunities of leadership and management and want to pass on their knowledge and skills in conjunction with an accredited and highly acclaimed qualification to help others succeed. As part of your development, we will enable you to achieve a professional teaching qualification so prior teaching/training experience is not necessary although it is a bonus.

As a Corndel Professional Development Expert, you will provide first-class coaching, mentoring and training to develop and progress managers working with some of the largest and highest profile businesses in the UK.

You will join a company which is breaking new ground and offering a more intelligent, dynamic, and achievable way of developing people through a world class programme of vocational learning.

Corndel delivers a range of programmes, including Leadership and Management, Project Management, Data Analytics, DevOps, Software Development and Fundraising.

We particularly welcome applications from black and minority ethnic candidates.

You will:

- Manage a caseload of learners, teaching them a curriculum and using coaching skills to equip them to become better managers.
- Take our theoretical course content and tailor it for each individual learner that you are supporting through regular teaching sessions and workshops.
- Support your caseload of learners to complete all Corndel training and assessment tasks in programme time.
- Ensure that each of your learners is making progress on the Leadership and Management qualification, accepts the value of it and is actively pursuing it as a means of furthering their career.
- Work with key stakeholders to support learner progress and client delight.
- Ultimately be judged on the number of learners successfully completing the qualification on time, and the satisfaction of each learner and their line manager with the Corndel programme.
- Potential to manage client account relationships from an operational perspective.
- Evidence a commitment to the values of Corndel and an understanding of the transformational impact of education.

KPI's – by cohort typically 45 learners

- Teaching and coaching a cohort of learners through their Leadership and Management qualification
- Ensuring over 85% of learners achieve their qualification(s) on time
- Meeting regular milestones for each learner to present a compliant portfolio of evidence
- Supporting learners to complete their portfolio within the set timescales and to the highest standard possible
- Timetabling and holding one to one teaching sessions regularly
- Facilitating workshops that engage, motivate and educate the learner
- Engaging with the learners' line managers on a quarterly basis to review progress
- Adhering to all compliance requirements for the qualification
- Supporting the skills for business team to engage learners through Maths and English qualifications where relevant

Person Specification

Corndel is looking for exceptional talent, people who want to make a difference and who are used to working hard and achieving personal success. People who understand the complexities, challenges, satisfaction and frustrations of being a manager and want to pass on their knowledge and skills in conjunction with a comprehensive and highly acclaimed qualification to help others succeed.

We are searching for people who can demonstrate the following attributes.

Personality and Attitude

- a self-starter and self-manager who can engage people, keep them engaged and progressing through the qualification
- want to teach and ensure learning is taking place
- a can-do and upbeat attitude to work, colleagues, clients and managers
- an inquisitive mind, able to find things out and problem solve.
- Solutions focussed with detailed attention to both the outcomes and the inputs to secure them
- with integrity and standards that mirror those of Corndel – where people and success matter
- a passion for continued professional and personal development and a desire and pleasure in seeing others develop and succeed
- a person who wants to make a difference.

Skills

- Ability to understand people and tailor solutions to meet each person's particular learning style and situation. Working together to create the right and best method of success for each learner.
- Organised, knowing where each learner is on the programme and keeping clear and comprehensive records to manage learner, employer, awarding body and Ofsted expectations
- Focussing time and attention on every learner to ensure they achieve their qualification, always keeping the main goal in sight and adapting where necessary to meet these goals
- A natural enabler and facilitator of people, processes and situations
- A good listener.

Knowledge and experience

- Understanding what it is like to be a manager and able to offer practical advice and support for the day-to-day issues that all managers face
- An understanding of what it is like to be mentored, and to mentor managers to complete a comprehensive package of practical leadership and management training
- A solid understanding of Apprenticeship delivery requirements including the importance of quality assurance, and awarding organisation requirements
- A confident user of IT with a willingness and aptitude to learn a new system and a capability to apply and share this with all learners and colleagues

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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