

Job description

Development Manager (Scotland)

Main purpose of job

To promote the strategic integration of Peep programmes into existing early years, parenting, health and community learning and development (CLD) provision in Scotland. To ensure the quality of Peep training and provision of implementation support for the delivery of Peep programmes.

Reports to: Training and Accreditation Manager

Manage: no direct reports

Hours: 22-37 per week (negotiable)

Contract: fixed term ending 31 March 2023 with extension subject to funding

Location: working from home

Accountabilities:

- Promote Peep programmes and implementation support at a strategic level
- Deliver Peep training programmes
- Ensure quality of training and implementation support
- Support and develop trainer capacity in Scotland
- Manage Training and Support Agreements with local authorities, colleges and third sector organisations delivering Peep training

Key performance areas

1. Promote Peep training and the implementation of Peep programmes in practice

- Promote Peep training and accreditation in Scotland within local authorities, colleges and third sector organisations
- Identify and meet with strategic leads in the above organisations
- Follow up existing contacts in organisations to support them to implement the programmes in their practice, including leads generated by the government funded Family Learning Scotland project
- Ensure the continuation of existing Training and Support Agreements (TSAs) and negotiate new Agreements to enable organisations to deliver Peep training within their own organisations

2. Training delivery and implementation support

- Deliver Peep training

- Identify implementation support needs and organise delivery of implementation support to help practitioners develop their practice as a follow up to Peep training
- Support practitioners who are working towards Peep One Awards accreditation
- Lead or co-lead Peep in Practice sessions for trained practitioners

3. Quality assurance

- Coordinate the induction and ongoing support of trainers in Scotland including trainer observation and feedback
- Hold annual quality assurance meetings with organisations with a Training and Support Agreement
- With the Training and Accreditation Manager plan and co-ordinate Trainer Network meetings
- Evaluate training and implementation support including report writing

4. Training development

- Contribute to the development of Peep training programmes both face to face and online, using a range of learning platforms and tools as appropriate
- Contribute to the ongoing updating and improvement of existing training programmes
- Contribute to the development of new training programmes, in a lead capacity where appropriate
- Assist with the integration of the Peep One Awards practitioner accreditation into the delivery of Peep Learning Together Programme training

5. Representation and funding

- Represent Peeple in relevant forums and key strategic groups in Scotland and across the rest of the UK on occasions
- Contribute to funder applications and report in a timely fashion to funders

6. General duties

- Implement all Peeple policies including safeguarding, health and safety, equal opportunities, confidentiality and data protection
- Undertake other duties as required by Peeple and consistent with the skills and experience required by the post

April 2022

Person Specification: Development Manager (Scotland)

	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>	<ol style="list-style-type: none"> 1. Delivery of training or group facilitation with adult learners 2. Work in the early years and/or family support sector 	<ol style="list-style-type: none"> 3. Delivery of Peep Learning Together Programme training 4. Promotion of training or other services to increase take up 5. Learner assessment
<i>Knowledge and Understanding</i>	<ol style="list-style-type: none"> 6. Knowledge of current early years, parenting and adult learning policies and practice in Scotland 7. Awareness of and commitment to inclusive practice and equal opportunities 8. Understanding of safeguarding practices 	<ol style="list-style-type: none"> 9. Working knowledge of the Peep Learning Together Programme 10. Qualifications frameworks in Scotland 11. Community education and adult learning sector
<i>Skills and personal qualities</i>	<ol style="list-style-type: none"> 12. Training and facilitation skills including use of IT 13. Articulate, confident and approachable manner with the ability to inspire, develop and motivate others 14. Well-organised and efficient approach to work, including appreciation of the importance of systems, accuracy and attention to detail 15. Ability to work collaboratively and flexibly with colleagues while working at a distance 16. Ability to manage own workload effectively in the context of working alone for much of the time 17. Motivated to develop learning opportunities which promote an inclusive approach to education 	
<i>Qualifications*</i>	<ol style="list-style-type: none"> 18. Training or adult learning qualification 19. Education to Scottish Level 7 or above 	<ol style="list-style-type: none"> 20. Early Years Qualification

* Other relevant qualifications may be acceptable; please give details on your application

Note: the ability to travel within Scotland is desirable for this role but frequent travel is no longer required as many meetings and training are now conducted on-line. The post holder may also have the opportunity to travel to Oxford occasionally to meet with staff at our head office.