



<b>Job Description:</b>	Head of Education
<b>Special Terms:</b>	Full Time, permanent
<b>Salary:</b>	£40,563 + 10% pension
<b>Accountable to:</b>	Director of Inclusion
<b>Accountable for:</b>	Pride in Practice Coordinators, Training Academy Coordinator, Education Coordinator, Sessional Workers/Consultants

### **Role Summary**

LGBT Foundation is the UK's leading LGBTQ+ charity dedicated to the health and wellbeing of LGBTQ+ communities. Our extensive range of established services has made a significant impact on communities, promoting diversity and inclusion. Our work continually adapts to the evolving needs of LGBTQ+ individuals, highlighting the strength, vitality, and central role of our communities in everything we do.

LGBT Foundation is looking for a Head of Education who will be responsible for supporting the Deputy Director of Education with the strategic leadership and effective operation of the Education offering which includes products, both existing and in development. These include Pride in Practice and Training Academy. We aim to significantly grow these programmes and are looking for a motivated and experienced leader who will support their team to deliver ambitious targets.

Pride in Practice is an LGBTQ+ inclusion programme for primary care designed to address health inequalities through training, assessment, a graded award and support to approximately 900 practices across the country.

Training Academy provides a range of standard and bespoke training options for individuals and organisations to improve their confidence and competence in LGBTQ+ inclusion.

We operate hybrid working, but there will be an expectation for the postholder to work from Manchester at least once a week, with national travel where required.

We are taking positive action to encourage applications from people of colour (PoC) and other racially minoritised communities, trans, non-binary and/or older people (aged 50+), to improve the representation of colleagues from these communities in our staff team.

\* Trans is an umbrella & inclusive term used to describe people whose gender identity differs in some way from that which they were assigned at birth; including non-binary people, cross dressers and those who partially or incompletely identify with their sex assigned at birth.

### **Role Accountabilities**

- Responsible for strategically leading and growing a number of programmes achieving their ambitious targets.
- Support and motivate a team of direct reports to thrive and achieve their outputs
- Responsible for the governance of programmes, including chairing the quarterly board meetings and champions forum.
- Contract management and oversight, including developing and nurturing relationships with funders.
- Be data driven and provide monthly updates for Deputy Director of Education as well as quarterly programme board reports; end of funding reports; and annual impact reports.
- Budget management across Education division, ensuring projects are delivered to budget; promoting responsible spending; and processing invoices and expenses.
- Implementation and oversight of the annual Patient Experience survey.

### **LGBT Foundation Accountabilities**

- Display a genuine commitment to equality of opportunity and an understanding of the issues faced by all LGBT communities. LGBT Foundation will challenge any discriminatory behaviour or language if it occurs.
- Further, LGBT Foundation has a commitment to using the insight gained through it's work to make the organisation more inclusive and representative of all LGBT communities.
- Completion of specific tasks allocated through work plans, project plans and the annual business plan of LGBT Foundation.
- Provision of monthly information (accurate data and informative commentary) within your areas of responsibility for performance management purposes.
- Compliance with LGBT Foundation's policies, procedures, management and monitoring systems.
- We are a learning and development organisation and will consistently provide and support opportunities for staff to exceed theirs and our expectations. In common with all staff, you have a responsibility for drawing attention to your own training needs as well

as those of colleagues that you work with that LGBT Foundation will then aim to support you with.

- Any other duties in line with your skills and abilities, as directed by your line manager.
- All staff are expected to maintain a flexible approach to their roles and respond to the LGBT Foundation's changing needs. The responsibilities of this post may be changed subject to review, over a period of time. This will be done in consultation with the post holder.

## Person Specification

### Skills & Abilities

- Ability to lead, motivate and manage a diverse team to deliver ambitious targets
- Ability to negotiate, influence and solve problems effectively
- Excellent oral, written and communication skills
- Excellent interpersonal skills with ability to quickly build a rapport and working relationships with a range of stakeholders and service users
- Ability to manage change while remaining solutions focussed
- Excellent administration skills, including being IT literate with the ability to be self-supporting in the use of computer software, including the MS Office Suite and databases

### Experience

- Experience of overseeing performance management systems; leading teams towards achieving ambitious targets
- Experience of strategically growing a project or programme, and a knowledge of training programmes is desirable but not essential
- Experience of budget management and delivering projects to budget
- Experience of maintaining accurate records in line with data protection standards

### Knowledge & Understanding

- A commitment to equality of opportunity and an understanding of the issues faced by LGBTQ+ communities.
- Knowledge of the current and emerging external policy landscape, particularly in relation to changes to healthcare.

This role, in common with all staff at LGBT Foundation, will be expected to display a range of competencies specific to their grade and area of work. These will be measured during annual performance appraisals, and there will be an expectation that staff will be able to evidence the ways in which they have met these competencies over the course of the year.

### Terms and Conditions

- (i) **Hours** – 37 per week– with an expectation of evening and weekend work.
- (ii) **Annual Leave** – 26 per annum plus Bank Holidays, plus 1 day for your birthday, rising to 31 after 5 years' service (*pro rata where appropriate*)
- (iii) **Probation Period** – Post subject to successfully completing a 6-month probationary period

- (iv) **Hybrid Working** - As an organisation we follow a hybrid method of working. A commute would need to be self-funded so please bear this in mind if you don't live locally. If you have any queries, please contact [alex.matheson@lgbt.foundation](mailto:alex.matheson@lgbt.foundation) .
- (v) **Job share** - A job-share encompasses two colleagues you will complete the hours required of a single full-time role. So long as the business needs are met then any role can be considered for a job share. If you would like to be considered for a job-share, please contact [alex.matheson@lgbt.foundation](mailto:alex.matheson@lgbt.foundation) .