

Community of Practice Programme Manager

Job Title:	Community of Practice Programme Manager (fixed term until 31 st March 2020)
Job Holder(s):	
Responsible to:	Whole School SEND Director of Operations
Responsible for:	Whole School SEND Programme Assistant
Salary:	£32k to £35k

Job Purpose: To support the growth of the Whole School SEND Community of Practice to 10,000 schools in England. To support the Regional SEND Leadership teams to build local networks. To raise the profile of Whole School SEND across the education sector.

Duties and Responsibilities

As Whole School SEND and nasen grow and develop, the nature of the duties in this role may also change and develop according to the needs of the organisation. This will require a flexible and adaptable approach. The key duties and responsibilities include:

Strategic Priorities

- Grow the Whole School SEND Community of Practice to 10,000 schools in England by March 2020.

Membership Engagement

- To promote the Community of Practice through strategic engagement so that all schools are aware of the opportunity and an increasing proportion join.
- To produce web copy for Whole School SEND.
- To promote the Whole School SEND brand and offer through the effective use of social media.
- To monitor patterns in sign-ups to support prioritisation of local activity with the Regional SEND Leadership teams.

Community of Practice Communication Responsibilities

- To develop and implement a Whole School SEND's communication strategy with the nasen Head of Sales and Marketing
- To contribute to the production of Whole School SEND's newsletter and mailings to members and other stakeholders as required.
- To liaise with the wider nasen team to maintain and develop Whole School SEND's website.
- To develop, write and produce engaging material and copy, to attract new members, retain existing members and recruit to CPD programmes, working closely with external stakeholders as required.
- To produce regular reports highlighting trends and topical issues for the contract team and DfE.
- To work in partnership with the Director of Operations and National Director to ensure that contractual requirements are fulfilled.
- To safeguard the integrity of Whole School SEND's Community of Practice database by adhering to GDPR in relation to the use member's personal data and their rights under the legislation.
- To provide information, advice and guidance to the membership network, staff and associates.

Events and stakeholder management	
<ul style="list-style-type: none"> To oversee the planning of events and meetings, including internal meetings and external stakeholder engagement events. This may include: booking and liaising with venues, managing guest lists and RSVPs and writing agendas and minutes. To attend meetings with contract partners and key stakeholders on behalf of Whole School SEND. To contribute to regional planning events. 	
Other	
<ul style="list-style-type: none"> To support the Whole School SEND National Director, Director of Operations and nasen Head of Sales and Marketing with day-to-day tasks and project management. To undertake relevant training and development, as requested. Any other duties and responsibilities as required as appropriate to the level of the post. 	
Person Specification	
Qualifications	<ul style="list-style-type: none"> Educated to degree-level standard or relevant experience, with GCSE passes in English Language and Mathematics or equivalent.
Professional Qualifications	
Previous Experience	<ul style="list-style-type: none"> Proven experience of leading on the development and implementation of successful membership campaigns. Experience of line management. Experience of project management. Experience of working in the voluntary sector (desirable). Experience of working in an education environment (desirable). Experience of working within the field of SEND (desirable).
Knowledge and Skills	<p><u>Essential</u></p> <ol style="list-style-type: none"> Demonstrable ability to quickly establish personal credibility, and to develop and maintain effective working relationships with groups and individuals with differing perspectives and agendas using strong negotiation and closing skills. Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally. Excellent attention to detail and written communication skills, across a range of channels for a variety of audiences. Proven ability to manage multiple simultaneous projects Excellent prioritisation and personal time management skills including the ability to deliver work to agreed timescales and standards. Excellent interpersonal, communication and presentation skills. Excellent IT skills, with good knowledge of Microsoft packages, membership databases, CMSs, and social media platforms. Understanding of and commitment to equal opportunities and to nasen's mission, vision and values. Willingness to travel and work some unsocial hours. <p><u>Desirable</u></p> <ol style="list-style-type: none"> Understanding and experience of the voluntary sector. An understanding of nasen and its networks, or similar structures within the voluntary sector.
Other Information	The post-holder will need to adopt a flexible approach to support nasen's work. The role may require some working outside of office hours and occasionally at weekends. The post-holder will work from the Central London office and will also be required to travel to the nasen office in Tamworth.