

November 2021

Dear Applicant

**Application Pack for the Position of Workforce Development Manager**

Thank you for your interest in the above post at Better Start Bradford.

This application pack consists of:

- Job description, person specification and candidate privacy notice
- Application form
- Equal opportunities monitoring form

Please complete the application form and equal opportunities monitoring form and return it to us no later than 12pm on Monday 22<sup>nd</sup> November 2021 **Please note, we do not accept CVs.** Interviews will be held week commencing 29<sup>th</sup> November 2021 via Zoom, MS Teams or in person if you prefer.

You can return your application to us via email to [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk). To ensure that all candidates are treated fairly, as part of the shortlisting process we remove the first two pages of the application form – please do not add personal identifiers on any of the other pages.

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You can find out more about Better Start Bradford at [www.betterstartbradford.org.uk](http://www.betterstartbradford.org.uk). If you would like an informal discussion about this post, please contact the admin team at [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk) / 01274 723146 to arrange.

We look forward to hearing from you.

Yours faithfully

**Alex Spragg**

**Programme Director, Better Start Bradford**

## Workforce Development Manager

### Job Description

<b>Office base:</b>	Mayfield Centre, Broadway Avenue, Bradford, BD5 9NP (Home-working options are available)
<b>Hours of work:</b>	Full time – 37 hours per week
<b>Starting salary:</b>	£34,000
<b>Holiday entitlement:</b>	25 days per year plus bank holidays and one floating day at Christmas/new year
<b>Benefits:</b>	Bradford Trident offers a workplace pension scheme and employer-subsidised health care cover
<b>Special conditions:</b>	An Enhanced DBS Check is required The Better Start Bradford programme is funded until 31 March 2025

### Background

Better Start Bradford is a 10-year National Lottery Community Fund programme managed by a local partnership. Bradford Trident holds the position of accountable body and is the employer of the Better Start Bradford programme team. Find out more at [www.betterstartbradford.org.uk](http://www.betterstartbradford.org.uk).

### Job role

To oversee the development of the volunteer and paid early years workforce across the Better Start Bradford area. Many of the Better Start Bradford projects work with volunteers, paid staff and key partners. You will be responsible for working with those projects to ensure the effective delivery and the quality of support, supervision, and training.

The post holder will work collaboratively with partner organisations responsible for 0-3s and their parents in the Better Start Bradford area to agree and introduce an integrated workforce strategy.

The successful candidate will co-ordinate the administration, delivery, monitoring and evaluation of our innovative 'Learning Together' programme and manage our learner management platform – Evolve. The role will oversee all our learning events including Baby Week Bradford, online/in person conferences and webinars, and podcast episodes. The role will oversee the knowledge and dissemination strategy, working with the Innovation Hub at Born in Bradford.

### Specific responsibilities

- Work with Better Start Bradford projects and partners to develop and implement the Workforce Development Strategy
- Manage the Volunteer Co-ordinator and Knowledge and Dissemination Co-ordinator (vacant post)

- Oversee the work of the Volunteer Co-ordinator making sure integrated workforce objectives are met
- Oversee delivery of the knowledge and dissemination work to ensure learning from the programme is easily available and shared effectively and widely. This includes learning from the [National Children's Bureau's](#) work across all 5 A Better Start Sites
- Be active in workforce forums and networks as appropriate
- Monitor and evaluate workforce and shared learning activities and write reports as required
- Keep up-to-date with legislation and policy related to workforce, volunteering and learning, making any necessary modifications to accommodate changes
- Develop and manage the calendar of events and training in the 'Learning Together' programme, working alongside key partners
- Promote the 'Learning Together' programme and involve staff and volunteers appropriately.
- Develop, innovate, and expand the 'Learning Together' programme, ensuring it is meeting the learning and development needs of the Better Start workforce, undertaking learning needs analysis where needed
- Co-ordinate workforce support within the Better Start Bradford team including liaison with the HR function and leading workforce planning
- Develop workforce or learning activities as necessary following evaluation findings or new research
- Work with the other [A Better Start \(ABS\)](#) sites at our Communities of Practice and shared events

### Managerial responsibilities

**Reports to:** Head of Programme

**Responsible for:** Volunteer Co-ordinator and Knowledge and Dissemination Co-ordinator (latter to be appointed)

### Organisational responsibilities

All staff are expected to:

- Demonstrate a commitment to Better Start Bradford's vision, values, aims and core objectives and be prepared to contribute positively towards them.
- Promote and develop the positive profile of Better Start Bradford with parents, the community and all other stakeholders.
- Liaise closely with other programme and project staff members to ensure the development of integrated objectives and collaborative working.

## Legal and statutory responsibilities

All staff must comply with Bradford Trident Health and Safety and Safeguarding policies and attend relevant training as required.

Bradford Trident and Better Start Bradford are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. All Equality and Human Rights Legislation will be adhered to.

All members of staff are bound by the requirements of the Data Protection Act 2018 and the General Data Protection Regulation 2018. Any breaches of the act or the confidential nature of the work of this post could lead to disciplinary action.

**Note:** This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.

# Workforce Development Manager

## Person Specification

Attributes	Essential or Desirable	How Identified Application Form / Interview / Test
<b>Experience</b>		
Experience of managing of staff who deliver volunteer support, workforce development or workforce learning	E	AF/I
Development and delivery of learning programmes	E	AF/I
Leadership of the design and delivery of workforce strategy for a diverse and complex VCS programme	D	AF/I/T
<b>Qualifications/training</b>		
Degree level qualification in an appropriate discipline	E	AF/I
Training in workforce/volunteer planning/development	D	AF/I
Training in adult learning or events management	D	AF/I
Experience of Project/programme management	D	AF/I
<b>Special knowledge/skills</b>		
Knowledge of monitoring and evaluation of learning programmes	E	AF/I
Skills in planning and delivering learning and dissemination events across a range of media/platforms	E	AF/I/T
Able to work in strategic partnerships to develop integrated approaches to the development of the maternity and early years workforce	D	AF/I
<b>Personal circumstances</b>		
Able to be flexible in your working hours	E	AF/I
<b>Disposition, adjustment and attitude</b>		
Able to prioritise own workload and manage time effectively	E	AF/I
Able to multi-task and work well under pressure	E	AF/I

## Candidate Privacy Notice

This role will be employed by Bradford Trident and funded through The National Lottery Community Fund.

As part of our recruitment process we collect, process and store information about you. We do this for the purpose of being able to communicate with you throughout this process as needed. By applying for this post, you give consent for us to process your information as is described here in the notice.

As part of the recruitment process, we will be collecting equality monitoring. This is anonymised. We report on this information to our board to ensure our recruitment practices are fair.

If your application is unsuccessful, we will securely destroy any identifiable personal information.

If your application is successful, we will keep your information so we can invite you to the next stage of the process. We will never share or sell your data to any third party organisations.

If you would like to read the longer and more detailed version of this privacy notice, please email [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk).