

November 2024

Dear Applicant

Application Pack for the Position of Workforce and Learning Manager

Thank you for your interest in the above post at Better Start Bradford. You can find out more about Better Start Bradford at www.betterstartbradford.org.uk.

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 **12 noon on Friday 13th December 2024**. Please note, we do not accept CVs. In your application, please address the requirements set out in the person specification.

You can return your application to us via email to 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.

If you would like an informal discussion about this post, please contact the admin team at jobs@betterstartbradford.org.uk / 01274 723146 to arrange.

We look forward to hearing from you.

Yours faithfully



Gill Thornton
Director, Better Start Bradford

Workforce and Learning Manager

Job Description

Office base:	Mayfield Centre, Broadway Avenue, Bradford, BD5 9NP (Hybrid working pattern is available)
Hours of work:	28 - 35 hours per week
Starting salary:	£42,000 per annum
Holiday entitlement:	25 days per year plus bank holidays and one floating day at Christmas/new year
Benefits:	Bradford Trident offers a workplace pension scheme and employer-subsidised health care cover
Special conditions:	An Enhanced DBS Check is required The Better Start Bradford programme is funded until December 2025 A retention payment of £4,500 will be available to all staff who remain in post until the post is made redundant The post is available to secondment applications and freelance consultancy proposals.

Background

Better Start Bradford is a 10-year National Lottery Community Fund programme managed by a local partnership. We are a “Test and Learn” Programme working with families with children aged 0-3, including pregnancy to improve their outcomes. 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.

Job role

The Workforce and Learning Manager will lead Better Start Bradford’s workforce development strategy, working with the wider Better Start Bradford team, projects and partners to support all those who work with families during pregnancy and the earliest years to develop their skills, knowledge and understanding, so that the work that they do can have the maximum impact.

The successful candidate will deliver the ‘Learning Together’ programme - planning, organising and delivering a wide range of events in the latter stages of the Better Start Bradford programme, specifically showcasing our learning and evidence to a wide range of audiences. The role will lead or contribute to all our learning events including Baby Week Bradford, online/in person conferences, workshops, webinars, and podcasts, ensuring learning opportunities and chances to share evidence and expertise are maximised.

The post holder will build and support relationships with Higher and Further education and training providers delivering childcare, child health and midwifery courses and other courses relevant to the

programme. You will work with the specialists in our team to provide input into courses, contribute to curriculum development, and work collaboratively to sustain packages of key learning from the programme.

Specific responsibilities

- Work with Better Start Bradford team, projects and partners to develop and implement the Workforce Development Strategy.
- Support Better Start Bradford projects and partners to ensure the effective delivery and quality of support, supervision, and training for their staff and volunteers.
- Manage the Event planning and Learning Support staff
- Lead the Legacy Group looking at embedding learning and services
- Be active in workforce forums and networks as appropriate, ensuring Better Start Bradford learning is shared and used to develop district and regional approaches.
- Monitor and evaluate workforce and shared learning activities and write reports as required.
- Develop and manage the calendar of events and training in the 'Learning Together' programme, collaborating with key partners.
- Promote the 'Learning Together' programme and involve staff and volunteers appropriately.
- Work with Higher and Further Education and training providers, seeking opportunities to sustainably provide input into courses, contribute to curriculum development, and enhance student experience.
- Develop proposals for workforce or learning activities as necessary following evaluation findings or new research.
- Contribute to the knowledge sharing from the A Better Start [A Better Start \(ABS\)](#) programme, collaborating with Better Start Bradford Innovation Hub, our evaluation partner; the National Children's Bureau; and the other ABS Sites (Blackpool, Lambeth, Nottingham and Southend) to ensure learning from the programme is easily available and shared effectively and widely.

Managerial responsibilities

Reports to: Assistant Director

Responsible for: Event planning and Learning Support staff

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 and Learning Manager

Person Specification

Attributes	Essential or Desirable	How Identified Application Form / Interview / Test
Experience		
Experience of managing staff who deliver workforce development, workforce learning and learning events	E	AF/I
Experience of delivering successful events - full event management skills	E	AF/I
Experience of development, delivery and promotion 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
Experience of project/programme management	D	AF/I
Qualifications/training		
Degree level qualification in an appropriate discipline	E	AF/I
Training or qualification in workforce planning/volunteer planning/staff development	D	AF/I
Training in adult learning or events management	D	AF/I
Special knowledge/skills		
Knowledge of conducting monitoring and evaluation of learning programmes	E	AF/I
Skills in planning and delivering learning events and activities 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, child health and early years workforce	D	AF/I
Personal circumstances		
Able to be flexible in your working hours	E	AF/I
Disposition, adjustment and attitude		
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.