



**alliance Learning**

**CHIEF  
EXECUTIVE  
ALLIANCE  
LEARNING**

**CANDIDATE INFORMATION PACK**

## WELCOME

Here at Alliance Learning we are seeking a dynamic, innovative and commercially-minded leader who can inspire a dedicated team to take Alliance Learning, incorporating Alliance Learning Training Limited, on our ambitious and exciting journey to achieve our next stage of growth.



## KEY FACTS

Employees

**55**

Turnover of

**£2.6m**

**350**

apprentices

**6,000**

individuals trained each year

**3,000**

businesses supported



## ABOUT ALLIANCE LEARNING

Alliance Learning is an independent training provider based in Bolton, delivering Apprenticeships and commercial training. We are one of the largest independent training providers in the North West with over fifty years' experience in the training industry. This means we have a rich history which has resulted in an excellent reputation and we are well-known for providing a high standard of teaching and learning for our apprentices and customers.

As an Ofsted Grade 'Good' provider, we create choice, opportunities and success, and our top priority is the future of our learners. We deliver a wide range of Apprenticeships including Business Administration, Customer Service, Engineering and Leadership & Management. We also offer NVQs and training courses in areas such as Health & Safety, Specialised Plant, Mental Health, First Aid and Engineering, with an ambition to expand the portfolio.

We are an established partner in local networks and are well-connected in Greater Manchester, putting us in a strong position to capitalise on future opportunities.

We work closely with employers, and through our membership have access to unique market insight that ensures we are delivering what is required by business.

## PART OF THE UNIVERSITY OF BOLTON GROUP

Alliance Learning became part of the University of Bolton group in March 2020, (which includes the University of Bolton, Bolton College and The Anderton Centre). As such, we enjoy the benefits of being closely aligned with the wider group offer to employers and in the development of Apprenticeship progression pathways that build aspiration and opportunities for our learners; these will be further realised under the leadership of the new Chief Executive.



# COMPANY VISION, MISSION & VALUES

## COMPANY VISION

Alliance Learning will continuously provide a high standard of delivery in teaching and learning to our learners and customers, with a strong focus on vocational, individual and social value. Delivery will be inclusive, innovative and inspiring to ensure they reach their full potential and provide a quality return on investment for employers.

Our Mission Statement to help achieve this vision is:

***‘Success through Learning’.***

## Alliance Learning Company Values:

- A** Ambition
- L** Listen
- L** Love your job
- I** Integrity & honesty
- A** Attitude
- N** Never give up
- C** Change
- E** Equality, inclusion & fairness





# 1966

## OUR HISTORY

Alliance Learning was known as the Bolton and District Engineering Training Group when it was first registered in 1966, and the five original staff members were based in a porta cabin at the former Horwich Technical College. The Training Group was set up by a partnership between the Engineering Industry Training Board, local Engineering Employers' Associations, Horwich Technical College and several prominent local employers and was managed by Bert Krikken, a former senior training officer at British Rail Engineering Works. Initially Bolton and District Training Group was involved in apprentice recruitment, training and monitoring. As the business grew it secured premises at 602 Chorley New Road and the company was re-registered as Bolton Engineering Training Group between 1986 and 1988. With more space and a dedicated training room, the Group expanded their services and offered First Aid and Supervisory Training in addition to Apprenticeships. In 1989 the group moved to the Hurst Building in Horwich, which the business still occupies today, Alliance Learning was formed through the merger of Bolton Training Group and CLEEA Training in 2001. Today the business continues to grow and expand the range of training courses and Apprenticeships on offer to people living and working in the North West.

# 2022

## TRAINING & DEVELOPMENT

At Alliance Learning, we strongly believe in training and developing all our people. We provide regular one-to-one staff meetings and annual appraisals to ensure any development needs are identified. This includes access to a wide range of CPD and courses, including a 'Fee Waiver' programme with the University of Bolton Group. We are also passionate about supporting mental health and well-being with access to an employee support programme and all managers are Mental Health First Aid trained. This approach has been recognised with us achieving the Investors in People standard.

## EQUALITY, DIVERSITY & INCLUSION

Alliance Learning recognise the need for an Equality, Diversity and Inclusion Policy to ensure that there is no unlawful discrimination and that Equality and Diversity irrespective of age, race, sex, marital status, nationality, disability, religious beliefs, sexual orientation or ethnic origin is continually available. The policy concerns all matters related to Employment, Training, Sub-contractors, other training providers and potential learners.

## STRUCTURE & GOVERNANCE

Alliance Learning (an exempt charity), delivers Apprenticeships and publicly funded programmes.

Alliance Learning Training Ltd delivers commercial training.

### FURTHER INFORMATION

[www.alliancelearning.com](http://www.alliancelearning.com)



# THE OPPORTUNITY

## THE ROLE PROFILE

### JOB TITLE:

**CHIEF EXECUTIVE**

### REPORTS TO:

**THE BOARD, VIA THE CHAIR OF THE BOARD**

### MAIN FUNCTIONS OF THE POSITION:

1. Provide inspiring and authentic leadership and direction, to ensure Alliance Learning (made up of Alliance Learning and Alliance Learning Training Ltd) succeeds in respect of its mission, vision and company values. The post holder takes responsibility for Alliance Learning achieving its strategic aims and objectives as determined by the Board.
2. Grow and develop the business: Apprenticeships; external funding and commercial training; through the development and delivery of a relevant learner and employer-focused offering – that delivers outstanding customer satisfaction and quality, generating income and profit to re-invest and grow a sustainable future-oriented business.
3. Enhance and develop Alliance Learning's Apprenticeship portfolio and pathways, in conjunction with the Group Director of Apprenticeship and sector priorities.
4. Be accountable for external compliance with ESFA and other regulatory / funding requirements, and ensure robust systems and processes are in place.
5. Achieve high quality standards, evidenced by OFSTED inspection outcomes, annual self-assessments, learner and customer satisfaction and other external accreditations/standards.
6. Horizon scan and maintain awareness of the competitive market landscape, expansion opportunities and industry developments relevant to the business.
7. Work strategically and operationally with colleagues across the University of Bolton Group to achieve synergies and capitalise on opportunities.





## PRINCIPAL DUTIES & RESPONSIBILITIES:

### Performance

1. Develop and implement the strategic plan and annual business plan and review performance against the plan on a monthly basis.
2. Lead the planning, negotiation and management of ESFA and other key contracts.
3. Ensure a plan for business growth is implemented and managed.
4. Finalise and agree with the Board and Senior Management team the annual budgets for Alliance Learning.
5. Identify new business opportunities to meet strategic priorities and growth forecasts.
6. Develop and implement capital and resource investment plans.
7. Provide regular updates / reports to the Chair and the Board on any significant matters affecting Alliance Learning.

### Finance

1. Ensure the development and delivery of a strategic financial plan, with key indicators and measurable objectives.
2. Proactively review and manage financial performance against budget / forecast for Alliance Learning and Alliance Training Ltd on a monthly basis.
3. Ensure the proper implementation of financial and other controls.

### People

1. Provide leadership and guidance to develop a high performance Senior Management and wider staff team to deliver the strategic priorities and operational targets.
2. Lead on the development of effective policies and procedures in relation to people management practices in consultation with the Board and the HR service provider, in line with best practice.
3. Recruit, induct and train members of the Senior Management team, ensuring team competence and resilience is developed and maintained.
4. Be accountable for the overall organisational culture and people management across the business.
5. Ensure the development and maintenance of effective communication strategies, both within and beyond the business.
6. Recommend to the Board the level of funding for any annual pay award.
7. Work collaboratively with other senior colleagues across the University of Bolton Group to develop curriculum pathways, share good practice, engage with employers and respond to business development opportunities.







### Quality assurance

1. Lead on embedding high quality teaching, learning and assessment throughout the business.
2. Ensure that quality assurance systems within Alliance Learning are embedded, maintained and are continually reviewed for improvements.
3. Ensure the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) are completed annually and reviewed on a monthly basis.
4. Benchmark Alliance Learning performance against regional and national standards.
5. Ensure continuous quality improvement strategies are fully embedded and all corrective actions identified in quality audits are implemented within designated timescales.
6. Achieve a minimum of good grades in OFSTED inspections and act as Nominee during inspections.
7. Maintain quality standards and kite marks i.e. Matrix and IIP status.

### Promotion

1. Secure and maintain membership of relevant external agencies, strategic groups and networks in order to enhance Alliance Learning's reputation and build the business.
2. Ensure effective relationships are established and developed with key stakeholders and influencers in order to strategically position Alliance Learning.
3. Ensure the marketing strategy is developed and implemented to promote Alliance Learning's products and services and customer engagement.

### Health & safety

1. Ensure the business operates in line with all relevant Health and Safety requirements.
2. Maintain Health and Safety within Alliance Learning.
3. Ensure all accidents are reported, recorded and investigated within 3 days of occurrence.
4. Ensure the Health and Safety Officer undertakes duties as designated.

### Equality & diversity

1. Ensure that Equality, Diversity and Inclusion is embedded across the organisation and proportionate measures are in place to take Alliance Learning beyond legal compliance.

### Other duties

1. Act as Designated Safeguarding Lead on matters relating to Safeguarding children and vulnerable adults at risk and the Prevent Duty and to work with other nominated officers in this regard.
2. Act as Designated Safeguarding Lead for any staff concerns.
3. Undertake any other duties commensurate with this senior role.

The job description aims to set out the main tasks and duties of the role however, this is not an exhaustive list as you may be required to carry out additional work from time to time.

## PERSON SPECIFICATION:

### Education / Qualifications

- Educated to degree level or equivalent (Level 6) [ESSENTIAL]
- Evidence of continuing professional development [ESSENTIAL]
- Masters/higher degree [DESIRABLE]
- Leadership/management qualification [ESSENTIAL]
- Teaching qualification [DESIRABLE]

### Employment Experience

- Significant experience of effective strategic leadership in the education sector, working within a senior leadership team to achieve outstanding outcomes [ESSENTIAL]
- Proven experience of successfully leading and implementing major organisational change [ESSENTIAL]
- Experience of effective strategic planning within a complex and ever-changing environment [ESSENTIAL]
- Proven track record of effective staff performance management and the development of high performing teams [ESSENTIAL]
- Evidence of successful financial management [ESSENTIAL]
- Evidence of leading on improvements that directly resulted in improved Ofsted results [ESSENTIAL]
- Evidence of successful delivery of new and innovative approaches to teaching and learning at strategic level [DESIRABLE]
- Experience of using performance data to inform planning and to support, monitor and improve outcomes [ESSENTIAL]
- Experience of successfully developing and implementing commercial and new business activity [DESIRABLE]
- Evidence of working effectively and collaboratively with a wide range of partner organisations, employers and other key stakeholders to meet the needs of learners through the curriculum offer [DESIRABLE]
- Experience of successfully leading and developing apprenticeship programmes that meet the needs of the local community and businesses [ESSENTIAL]

## Skills / Knowledge and Other Attributes

- Clear understanding of the changing national policy context for apprenticeships and skills and impact on Alliance Learning [ESSENTIAL]
- Sound knowledge of sector funding mechanisms and requirements [ESSENTIAL]
- Advanced level of understanding of the requirements relating to the safeguarding of young people and vulnerable adults [ESSENTIAL]
- Ability to proactively promote and ensure equality, diversity and inclusion are embedded within a culture [ESSENTIAL]
- Ability to engage and empathise with a wide range of people from diverse backgrounds [ESSENTIAL]
- Resilience and the ability to achieve key goals in a complex environment of interests [ESSENTIAL]
- Commitment to continuous improvement and development [ESSENTIAL]
- Excellent interpersonal, written and presentational skills - ability to communicate effectively with a wide range of audiences on both an informal and formal basis [ESSENTIAL]
- Flexible and adaptable in approach and leadership style to meet changing circumstances/situations [ESSENTIAL]
- Eligibility to work in the UK and hold a current full driving licence [ESSENTIAL]
- Evidence of a satisfactory Enhanced Disclosure and Barring Service (DBS) check [ESSENTIAL]
- Awareness of environmental and sustainability issues and a commitment to ensuring such issues are built into the performance / delivery of key responsibilities of the role [ESSENTIAL]
- Able to work flexibly, remotely and travel as appropriate in order to meet the needs of the business [ESSENTIAL]



## HOW TO APPLY

In order to apply for this role please submit a cover letter (of no more than 2 sides of A4) confirming your current salary, right to work in the UK and suitability for the post with a full Curriculum Vitae (CV) by email to: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk)

### Your CV should include the following:

- Educational and professional qualifications (indicating where and when they were obtained)
- Employment history including scale and scope of roles - budgets, staffing and achievements in recent posts, particularly in relation to business development
- Names and contact details of three relevant referees (referees will only be contacted with your knowledge)

### Timescales

Closing date for applications is:

**5pm Monday 6 June 2022**

Panel interviews are expected to be held:

**Friday 17 June 2022**

Offer and acceptance:

**Immediately following interviews**

Commencement of employment:

**As soon as possible**

### **Interview Expenses**

Reasonable expenses supported by receipts will be reimbursed, including second/standard class return rail fare.

### **Terms and Conditions of the Appointment**

The post is open-ended and reports to the Chair of the Board

#### **Salary:**

Competitive circa £65k to £75k (depending on skills, knowledge and experience).

Eligibility to participate in the discretionary Executive Reward Scheme linked to performance.

#### **Pension:**

To be confirmed

#### **Holidays:**

29 days annual leave (an additional 1 days holiday every 5 years of service up to a maximum of 33 days)

#### **Working hours:**

The notional working hours are 36.50 hours per week. The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role of Chief Executive, which may include evenings and weekends. Therefore, the successful candidate will be required to agree to waive the 48-hour week limit set out in the Working Time Regulations 1998.

#### **Place of work:**

The principal place of work will be Alliance Learning in Bolton, but may include any of the University of Bolton's Group locations. As part of your duties, you may be required to travel within the United Kingdom and travel overseas. Such travel may include attendance at conferences, seminars or meetings. The post holder will be expected to have appropriate facilities at home to support productive remote working where required.

#### **Travel to work:**

As part of your Contract of Employment you should live within reasonable travelling time/distance of Alliance Learning to fulfil the requirements of the role.

#### **Health check:**

Confirmation of appointment to the post will be subject to a satisfactory health check.

#### **References:**

Confirmation of appointment is subject to the receipt of three satisfactory reference (to include current or most recent employer).

#### **Notice:**

Six months from/to the Company to expire at the end of a calendar month.

