Project Manager
Research and Enterprise

Closing date: 21 July 2019
Interview date: 29 July 2019
Vacancy reference: 7811
INTRODUCTION

The Training Gateway is an online training brokerage based at The University of York. Established in 2008 The Training Gateway provides a single point of contact for organisations from across the world wishing to source quality education and training courses from UK universities, colleges and private training suppliers.

In order to grow and develop the services and membership of The Training Gateway, we are recruiting a Project Manager, who will be responsible for developing and promoting the services of The Training Gateway to businesses and training providers across the UK and internationally.

This is an exciting and varied role within a small team and the successful candidate will play a key role in managing the day to day running of the organisation.

The post is available for 12 months in the first instance but the aim is to continue the post on a rolling basis supported by member subscription income and income from events and trade missions.
Main purpose of the role

The Training Gateway Project Manager will be responsible for developing and promoting the services of the Training Gateway to business support organisations, brokers and individual organisations across the UK and Internationally.

The Project Manager will also source new business opportunities and tenders to promote to The Training Gateway members through the website.

The role will also involve administering and managing a wide range of events including workshops, networking events and training courses and exhibiting at HR and Training Conferences.

Bringing experience of working in a customer facing role, you will be committed to providing a high level of customer service and to improving and developing The Training Gateway and the services it provides.

Your planning, time management and organisational skills will be excellent and you will thrive on ensuring both Training Gateway members and clients receive excellent customer service. The flexibility to travel within the UK and occasionally overseas would be desirable.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To promote The Training Gateway services to brokers, business support organisations, government agencies and employers, both nationally and internationally through a range of activities including attending events and developing marketing/PR materials based on the activities of The Training Gateway, e.g. case studies, news stories.
- To source and promote new business opportunities to members by updating the website on a daily basis with information sourced from a wide range of tender and business databases.
- To exhibit at events and conferences to promote the services of The Training Gateway to HR and training managers.
- To be responsible for the efficient delivery of administrative operations and functions of The Training Gateway.
- To identify and develop ideas for new projects and events to support Training Gateway members’ professional development needs. Prepare project briefs / plans and obtain appropriate support
- Manage project administration and The Training Gateway budget
- Generate and maintain partnerships with a wide range of individuals and/or professional bodies, both internally and externally
- Provide regular reports detailing project progress, costs and quality standards as measured against agreed objectives, including monitoring and evaluation of delegate feedback.
- Plan and manage the deployment of resources to meet project milestones
- Determine and manage associated project risks
- Line management responsibility of The Training Gateway Project Coordinator
- Maintain professional interest and knowledge in the development of the subject area
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder
**PERSON SPECIFICATION**

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Management or project management qualification</td>
<td>Desirable</td>
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**Knowledge**

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<th>Essential / Desirable</th>
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<tr>
<td>Knowledge and understanding of the HE Sector and the third stream agenda.</td>
<td>Desirable</td>
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<td>Understanding of the UK skills agenda.</td>
<td>Desirable</td>
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<td>Understanding of professional development and staff training</td>
<td>Desirable</td>
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**Skills, abilities and competencies**

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<tr>
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<th>Essential / Desirable</th>
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<tr>
<td>Strong project management and administration skills and ability to prioritise and manage workload, with competing priorities</td>
<td>Essential</td>
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<td>Excellent written and verbal communication skills with attention to detail</td>
<td>Essential</td>
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<td>Strong customer service skills</td>
<td>Essential</td>
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<td>Ability to communicate effectively across a wide range of stakeholders, internally and externally</td>
<td>Essential</td>
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<td>Excellent networking skills</td>
<td>Essential</td>
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<td>Excellent IT Skills, including ability to use MicroSoft Office, Google Suite and the ability to learn new systems</td>
<td>Essential</td>
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<td>Able to work independently and in a team</td>
<td>Essential</td>
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<tr>
<td>Ability to update and edit website content</td>
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**Experience**

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<td>Experience in a management or business facing role in HE, the private training sector, business brokerage or membership organisation</td>
<td>Essential</td>
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<td>Delivering projects successfully in a changing and high pressured environment</td>
<td>Essential</td>
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<td>Delivering/co-ordinating a high quality service to a range of internal and external customers</td>
<td>Essential</td>
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<td>Managing and monitoring budgets</td>
<td>Essential</td>
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<td>Experience of managing a network or membership organisation</td>
<td>Desirable</td>
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<td>Experience of developing marketing and PR materials</td>
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<td>Event Management</td>
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**Personal attributes**

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<th>Essential / Desirable</th>
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<td>Proactive communicator, both within the team and with colleagues in other departments</td>
<td>Essential</td>
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<td>Demonstrable willingness to engage with continuing professional development</td>
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<td>Positive ‘can-do’ attitude with the ability to work flexibly within a changing environment</td>
<td>Essential</td>
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<td>Demonstrable creativity and initiative</td>
<td>Essential</td>
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<td>Ability to manage a small team</td>
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The Training Gateway was established in July 2008 and provides a brokerage for organisations wishing to source quality education and training from UK Universities, colleges and accredited British training providers.

The Training Gateway is funded through membership subscriptions from UK training and education providers. Since 2008, the Training Gateway membership has grown to over 1600 members representing every UK university, FE colleges and a growing number of private training providers.

The Training Gateway undertakes a number of key services for its members and clients:

- Provides members with new national and international training and education opportunities sourced from tender and business databases and directly from clients
- Hosts regular workshops and training events for members across the UK
- Exhibits on behalf of the member universities at a number of UK and international conference and exhibitions.
- Runs international trade missions taking groups of British training providers to meet potential clients and partners overseas.

The aims of The Training Gateway are as follows:

- To provide easy access for public and private sector organisations and individuals wishing to source quality training and educational partnerships from UK training providers
- To promote the UK education sector as a provider of high quality business focussed training and education to both national and international employers and organisations.
- To provide a support network for staff working in UK education and training organisations, and an environment where best practice can be developed and national skills and education policies reviewed and discussed.
- To facilitate the environment for collaborative working between universities, FE colleges and private training providers.

The Training Gateway is run from the University of York and directed by the Head of CPD in the Research & Enterprise Directorate at the University of York.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 7811
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 21 July 2019

What will I need?
We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance
If you have any questions about your application, contact the HR Services team:
- recruitment@york.ac.uk
- +44 (0)1904 324835