

Job title:	Head of Professional Development
Reports to:	Director of Communities and Inclusion
Purpose of job:	Setting the direction for the Society in areas of education, career support, professional development and training. Manage the professional development team and oversee its work across Education, Careers, Bursaries and Training

KEY RESPONSIBILITIES

Strategic Development

- Develop and deliver Education, careers, and professional development strategies to support the British Ecological Society (BES)'s overall strategy
- Responsible for the work of the professional development and education team, setting and monitoring key performance indicators
- Work with the Director of Communities and Inclusion and across the directorate to monitor strategic performance indicators
- Provide expertise to the Society in areas of education, (including education policy), best practice in careers service provision, professional development and training
- Support the Senior Leadership Team, attending meetings as required
- Work with the Chair and members of the Education and Careers Committee to set goals within the BES strategic plan so that they continue to meet the needs of the global ecological community
- Work across the Society to support EcologyFest, to inspire current and future generations about Ecology, seeking external organisation collaborations and support

Education and Training

- Working with the membership team, develop and deliver an inclusive professional development and training strategy that supports ecologists at all careers stages
- Oversee the work of the Education Officer and our education programmes, including externally funded projects, high profile BES education programs e.g Summer Schools and resource development
- Oversee the work of the Careers and Inclusion Officer and our careers programmes to support ecologists to pursue and achieve their ambitions via resource development and projects, mentoring platforms and bursaries
- Maintain oversight of careers activity at the Annual Meeting and support SIGS, networks and groups in their career focused activities

Team Management

- Line manage officers and fixed term project staff, valuing their contributions and harnessing their energies to deliver their roles in the most effective and impactful ways, and in accordance with BES policies and procedures
- Ensure ongoing training and development needs of line reports are met to fulfil the continuing requirements of their position and, wherever possible, in line with their aspirations
- Ensure that the team functions effectively and delegate work where appropriate
- Support the Director of Communities and Inclusion in the management of the overall team, including deputizing for the Director in internal meetings where appropriate

- Finance

- Support the Education and Careers Committee with budget setting
- Manage budgets for Education and Careers ensuring activities are costed for and delivered within budget
- Work with the Director of Communities and Inclusion and the Fundraising and Business Development team to identify external grants and funding mechanisms to deliver strategic aims and apply for funding
- Develop and manage budgets for external grants

PERSON SPECIFICATION

Essential

- Significant experience in at least one of Education, careers, and training
- Demonstrable experience in developing and maintaining high impact networks and relationships
- Management experience, providing direction to a team and develop people in their roles
- Ability to make informed operational decisions based on data, sound analysis and judgement
- Ability to prioritise workloads across several different areas and manage conflicting demands and deadlines
- Experience of setting and manage budgets
- Excellent written and verbal communications skills

Desirable

- Experience of developing and delivering a professional development strategy for members
- Experience of grant and funding application to secure external resource
- Experience of managing projects
- Working knowledge of areas of education, careers, training at schools and higher education levels
- Interest in ecology, science and the environment

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Strategic
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Strategic
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Managerial
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Managerial
Resource Planning and Management Planning, using, and managing BES resources effectively	Strategic
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Managerial
Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Strategic
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Managerial

This is a description of the job as it is presently constituted. It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.