

Dear AoEC Alumni,

We are currently looking for a **Programme Development Lead** to work with me in the content and delivery team. After a previous search we have now readjusted some aspects of the role.

As we hold a special relationship with our AoEC Graduates, we wanted to share this opportunity with you first of all. Knowledge and experience of AoEC programmes would be hugely beneficial in this role and as a result I would like to invite any interested alumni members to apply for the role.

While this permanent role is envisaged to be full-time, we are always open to flexible working and will consider applications from alumni candidates who are looking to work part-time.

Please see more details about the role below. The expected salary is up to £45k pro-rata depending on experience.

If you are interested in applying for the role, please submit your CV and covering letter to jobs@aoec.com. If you are interested in applying in a part-time capacity, please include a brief overview of the days and hours you would be able to commit to.

If you know of someone in your network that would be interested in the role and that you feel would be a good fit, please let them know that we are planning to advertise this role more broadly in the new year using LinkedIn.

About the role:

The content and delivery team are responsible for ensuring the AoEC offers and delivers a world-class, accredited programme portfolio to its varied customers and clients. The team are responsible for continuously updating and adjusting the content of existing programmes to meet evolving needs and to reflect new approaches coming through. Additionally, the content and delivery team are responsible for developing new programme offerings in line with (or ahead of) market demand.

The Programme Development Lead is a varied and pivotal role in the Programmes Team. Reporting to the Director of Programmes the Programme Development Lead has key responsibility for looking at the future shape of the programme offerings, ensuring accreditations are maintained or awarded, as well as acting as needed as a deputy to the Director of Programmes. The right candidate will also have scope to identify ways in which the role can continue to evolve and develop.

This is a permanent role working virtually from home with occasional travel to Company meetings in London or the South East. This is a full-time role, however AoEC are always open to flexible working and will consider applications from candidates who are looking to work part-time.

Key Responsibilities:

Deputising for Director of Programmes

- Infrequently deputising for the Director of Programmes as required at team meetings, Directors meetings and potentially representing the content and delivery team at Board meetings
- Be a member of the Hub Team representing the content and delivery team.
- Support in the preparation of relevant reports and reporting measures to be shared with the Board around programme development and delivery

Accreditation

- Responsibility (with the support and direction of the Director of Programmes) for developing trusted and close relationships with relevant accrediting bodies and universities and to have a “seat at the table” in contributing to the development of the profession
- Build a clear understanding of the requirements, new thinking, and direction of such bodies
- Identify appropriate and strategically important new relationships which should be built
- Develop AoEC’s external visibility and reputation to accrediting bodies, by engaging in thought-leadership in the industry, attendance at relevant events and other measures
- Obtain and maintain accreditation for existing or new programmes

Future of Programmes

- Research, and stay informed of current and future trends and innovations in the industry, technology, facilitation and programme design and delivery
- Identify and respond to changes in potential customers needs and wants and ensure the AoEC has products which meet those needs while staying consistent with the AoEC’s ethos and beliefs
- Bring forward proposals for new channels, content or programme offerings and take the lead in bringing such new products into fruition
- Take the project lead role to develop an effective, engaging, and accessible use of online/virtual training technology to increase reach and ability to generate passive income

Programme Content

- Play a supportive role to the Director of Programmes in the updating and enhancement of the content of existing open programmes in the portfolio
- Review existing programme content to establish ways in which it can be easily adaptable and repurposed into modules, webinars, and online learning for organisations

Cross-Company Collaboration

- Liaise with Operations to develop an optimal programme timetable with faculty
- Support the Operations team in dealing with escalated programme queries and have conversations with potential applicants when they require more in-depth programme related advice
- Attendance at weekly Hub Team meetings to oversee activities of AoEC, receive resource requests and keep Directors/Board informed as necessary
- Attend or run open events throughout the year
- Attendance at Product Team Meeting on request as required for planning or support purposes

Coaching Culture

- Play an active role in supporting a Companywide Culture of Coaching

Experience Requirements:

- Applicants must hold a coaching qualification (with a well-known accrediting body)
- Applicants should have previous experience as a training facilitator
- Previous experience of developing learning and development/training programmes
- Previous successful track record either working within or external to varied types of organisations
- Experience of Project Management preferred

Kind regards

Moira Halliday
Director of Programmes