Job Description:
Programme Development Lead

Reporting to: Director of Programmes

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 & Faculty 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, supporting programme delivery excellence, 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, full-time role working from home with occasional travel to Company meetings in London or the South East.

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 (E.G. ICF, EMCC) 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 (E.G. new accrediting Universities)
- 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 (including interviews with accreditation body representatives alongside the Director of 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

Programme Delivery Excellence

- Support the development and maintenance of programme quality standards
- Infrequently, deliver programmes to support maintaining standards and familiarisation of the experience of delivery
- Undertake (alongside other seasoned AoEC Faculty members) a comprehensive training experience and assessment for associate faculty

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 Company wide Culture of Coaching

Competencies:

- **Building trusting relationships.** Relates well to all kinds of people (peers, managers, board members, customers, internal and external stakeholders). Builds appropriate rapport, uses diplomacy and tact, can diffuse high tension situations comfortably.
- **Presentation / Communication Skills.** Effective in a variety of presentation settings with a mix of external or internal audiences. Commands attention with clear targeted messages.
- **Business Acumen.** Knows how businesses work. Knowledgeable in current and possible future trends, technology and information affecting the business. Is aware of how strategies and tactic work in the marketplace.
- **Technical Learning.** Picks up on technical things quickly. Can learn new skills and knowledge. Is good at learning new industry, company, product, or technical knowledge
- **Change Agile.** Can effectively cope with change and is not knocked off balance by the unexpected or the ambiguous. Is curious, eager to learn new and better approaches. Can embrace and implement change as well as bring their team along with them
- **Action Oriented.** Enjoys working hard. Is full of energy for the things seen as challenging. Seizes more opportunities than others.

Skills & Experience:

- Qualified Coach (with well known accreditation)
- Seasoned experience as a coaching practitioner
- Experienced facilitator or member of a faculty team
- Previous successful track record either working within or external to varied types of organisations
- Experience of Project Management preferred but not required

How to apply:

To apply please send an email to jobs@aoec.com attaching your CV and quoting the reference PDL20 in the email title.

Applications invited until close of business 23rd September 2020