

Now hiring: Training manager

March 2019

What is the job?

We are looking for a new member of the team to manage our programmes of training and networking events. You will be responsible for managing our training contracts and for planning and programming the content of our training and networking events, working closely with our clients, other members of the Design South East team and drawing on the expertise in the Design South East expert panel. You will have the support of our events management team who will be responsible for the practical delivery of events.

The purpose of this role is to research, develop, plan and programme our events across our training and networking programmes. You will work closely with our clients and with other members of the team, responding to demand for the knowledge and skills the public and private sectors need to plan for and deliver design quality.

Your responsibilities:

Event development and programming

- Working with clients to understand target audiences and identify learning outcomes
- Researching and developing events to deliver the required outcomes
- Producing event plans and identifying speakers and facilitators
- Providing written briefings for all speakers and facilitators and if necessary, briefing them verbally.
- Developing our feedback and evaluation systems for events, planning and overseeing the evaluation of events
- Briefing and working closely with the event management team
- Attending and where appropriate facilitating events
- Documenting events for publication on our website and/or distribution to delegates
- Producing delegate learning packs

Managing and developing our annual contracts and long-term programmes

- Liaising with the design advisor responsible to ensure that the advice and training elements of contracts are complementary
- Working closely and collaboratively with the client bodies
- Liaising with public and private sector members to define training needs
- Developing annual programmes of events

Bespoke training programmes

- Working closely with clients to define training needs and learning outcomes
- Researching, developing and programming bespoke events and event programmes to address these needs and deliver the required outcomes

Managing and developing our stakeholder events

- Working with the Director and Head of Design Advice to identify topics for stakeholder events
- Developing a number of events to promote debates and dialogue with stakeholders and share our knowledge

Other duties

- Drafting content for DSE communications
- Attending and contributing to DSE team meetings
- Keeping records of activities in accordance with DSE systems
- Any other reasonable duties as required by your manager

What we are looking for

You may be a training or events manager who has worked with built environment professionals or just have a keen interest in design, the built environment and the future of our cities, towns and villages. You may be a built environment professional who has gained experience of running learning and networking events through their firm or professional body. Maybe you want to take a break from your core profession, widen your range of experience and build your knowledge and networks.

Ideally you are used to working on project that bring together different disciplines and thrive on the occasional uncertainty that comes with being part of a fast-growing organisation. You will have the support of our events team to book venues, confirm speakers and travel arrangements, catering, AV and photographers, however we do not have loads of admin staff or a huge IT or HR department; you will need to be self-servicing and ready to solve problems in the field.

You will be committed to helping to influence the quality of our built environment. You will be highly motivated and have the aptitude, knowledge and skills to shape our events programme.

You will need to show us that you have the following qualities:

- Proven experience developing and managing learning events and programmes
- A demonstrable commitment to raising the quality of the built environment
- A good understanding of the built environment sector and in particular the challenges of delivering good design in London and the South East
- Strong written communication skills including report writing
- Excellent facilitation and verbal communication skills

We work throughout London, the South and the East of England and so willingness to travel is essential. Occasional weekend and evening work may be required.

Terms

The post is offered as a full-time permanent contract

Reporting to: Head of Design Advice

Salary: 34,000-38,000 per annum

Leave: 25 days annual leave pro-rata plus statutory holidays

How to apply

To apply please email a CV and a supporting statement clearly demonstrating your suitability for the role to david@designsoutheast.org

Closing date and time for applications: 12.00 noon 18th March 2019

Interviews are scheduled for the afternoons of 21st and 22nd March.

A written communication exercise will form part of the interview.

For an informal conversation about the role please contact David Tittle, Head of Design Advice. Email david@designsoutheast.org or phone on 01634 401166 and request a call back.

Equal Opportunity

Design South East is committed to provide equal opportunities for all. Applications are welcomed from all sections of the community. Appointments are made on merit with independent assessments, openness and transparency of process.

Feedback

DSE is a very busy organisation and providing individual feedback to unsuccessful candidates is quite time consuming. While we will do our best to respond to requests for feedback we cannot guarantee to do so.