

**The Learning Partnership Group
Chief Executive Officer
Job Description**

| | |
|-----------------------------------|---|
| Job Title | Chief Executive Officer |
| Post | Full time, permanent post |
| Salary | From circa £50k – 55k plus depending upon experience |
| Reporting to | Chair of the Learning Partnership Group Board |
| Main Purpose | Providing leadership, setting strategy and communicating the vision; responsible for the delivery of contracts. Working closely in an open and transparent way with the board, staff, partners and stakeholders to drive, develop and grow the organisation's long-term strategy, budget and business plan and ensure it complies with the appropriate law and regulations. |
| Key Relationships | Members of the TLPG Partners in TLPG projects and contracts Cornwall Council Jobcentre Plus Education and Skills Funding Agency Cornwall & Isles of Scilly LEP and associated sub groups |
| Supervisory Responsibility | Senior managers |
| Main Responsibilities | <p><u>Leadership</u> Be the public and private face of TLPG promoting its aims and ethos. Develop and maintain excellent relationship with TLPG partners and members. Work with TLPG partners to identify funding opportunities and develop projects. Work and communicate with key stakeholder organisations including Cornwall Council and others in open, honest and collaborative relationships. Assist the Directors in the development of strategy. Lead and motivate all staff by personal example. With personal drive and energy ensure that staff are well motivated. Delegate effectively. Ensure and maintain the highest level of standards and quality in all of the work that TLPG performs.</p> <p><u>Operation</u> Develop projects and respond to all potential opportunities to secure funding. Ensure that all projects and contracts are delivered to the highest standards meeting requirements of funders. Ensure that management accounts are produced which provide the required level of information for Contract Managers on project budgets and expenditure. Prepare management reports for the Directors including internal management accounts and reports on the progress of all projects.</p> |

| | |
|--|---|
| | <p>Ensure the accounts are properly audited each year.</p> <p>Ensure that the organisation meets all data protection, health & safety, safeguarding, prevent, employment and diversity legislation.</p> <p>Ensure the organisations office and infrastructure, including IT is fit for purpose.</p> |
|--|---|

| | |
|-------------------------|---|
| Essential Skills | <p>Able to lead by example</p> <p>Excellent communication skills</p> <p>Excellent interpersonal skills</p> <p>Strategic thinker</p> <p>Ability to influence</p> <p>Ability to negotiate effectively</p> <p>Ability to appropriately delegate</p> <p>Demonstrable entrepreneurial skills</p> <p>A quick learner</p> <p>Sound financial knowledge</p> <p>Knowledge of the VCSE sector</p> <p>Good IT skills</p> <p>Ability as a lateral thinker</p> |
|-------------------------|---|

| | |
|-------------------------|--|
| Desirable Skills | <p>Current experience at senior management or CEO level</p> <p>Delivery of services to young people, adults and businesses</p> <p>European and UK structural funds</p> <p>Education and Skills</p> <p>Understanding of safeguarding</p> <p>Project development & Bid writing</p> <p>Marketing and PR</p> |
|-------------------------|--|