About Ecctis:

At Ecctis, our vision is to be the acknowledged global leader in the international qualifications, recognition and managed migration arena. Our mission is to be the preferred source of expert advice on the recognition and comparability of qualifications and skills internationally, building on our advanced research and our established knowledge and experience of education systems across the world. Ecctis delivers a wide range of services, products, and consultancy projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries.

As part of ambitious plans to diversify our reach and create meaningful social value, we are launching a new programme – the Atlantic Skills Coalition (ASC), a non-profit initiative founded by Ecctis’ CEO to promote apprenticeships and accelerate their development in participating countries, initially the UK, USA, and Canada. The ASC aims to achieve its objectives through developing and funding short-term international mobility exchanges for apprentices, international research visits, and organising an ongoing structured dialogue exchange involving leaders, policy makers, and practitioners.

Purpose of Role:

We are looking for a dynamic individual who can project manage the launch and ongoing delivery of the ASC. There are lots of employers and trade associations in the UK, US and Canada who want to take part in the ASC, whether the apprentice exchange, the professional exchange and/or the dialogue exchange – you will be the person who actually makes it happen.

You will identify and secure commitment from participants in both the apprenticeship scheme and skills dialogue. You will work with the Ecctis Senior Leadership and Corporate Social Responsibility teams to finalise the design of the programme – how it will really work on the ground – starting with the extensive research that the team designing the ASC has already done. You will then make it happen, with the support of an internal cross-functional programme team, to launch a meaningful and enriching apprenticeship mobility programme, and engaging series of skills dialogues, events and collaborative reports.

As Programme Manager, you will be a key ‘face’ of the programme in the UK, working with a wide range of stakeholders from senior officials and prospective programme partners, to employers, training providers and apprentices. You will also be responsible for the success of the programme in partner countries, leading US and Canada-based programme managers.

Key responsibilities:

1. Management and Coordination:
   - Managing the ASC day-to-day, to budget and timescales, ensuring high quality delivery and effective risk management
• Actively manage relations with ASC programme partners and stakeholders, identifying and addressing emerging challenges and opportunities
• Reporting to the Senior Leadership Team on plans, progress and impact
• Overseeing a cross-functional UK-based team on a programme/matrix management basis, and leading other international programme managers, tracking their progress against programme KPIs
• Managing, monitoring and reporting on the designated budget
• Enter into contracts with 3rd parties to secure necessary goods and services for all aspects of the programme.

2. International Exchange:
• Identifying and engaging employers, training providers, trade associations and other entities willing to participate in the apprentice exchange programme in the UK, and support the US and Canada based co-ordinators to do the same.
• Organising and overseeing events and activities related to the apprentice exchange program, such as orientation weekends, welcome events and social programmes.

3. Dialogue Exchange:
• Securing and maintaining participation in the Skills Dialogue, ensuring clear and engaging agendas for target stakeholders.
• Hosting/chairing working group meetings online and/or sessions at ASC conferences, ensuring high quality production and outputs that support and inform policy and practitioners.

4. Business development and representational work:
• Represent the ASC, and as appropriate Ecctis, at external meetings and events to promote our work and expertise and build stakeholder networks
• Work with business development and consultancy teams to identify appropriate strategic partnerships, funding and new business opportunities.

Person specification:

• Prior experience within the education sector, able to engage knowledgeably with educational stakeholders including policy makers, senior officials and execs.
• Familiarity with apprenticeship programs and/or skills development would be advantageous
• Experience in programme coordination or project management
• Highly organised, able to effectively forecast, plan and prioritise a team's work effectively and efficiently
• Strong communication and networking skills, with a proven ability to work collaboratively with diverse stakeholders
• Demonstrates creativity in problem solving and encourages others to think creatively
• Able to recognise wider commercial opportunities and markets for Ecctis to explore and respond to.
Employee Benefits

- 25 days annual leave plus swappable bank holidays, as well as additional 3 days gifted for the Christmas office closure
- Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes optionally non-contributory with employer contributions of 10% leading to 20% based on years’ service)
- Life assurance of 3 x basic salary for members of the pension scheme
- Bupa Private Health and Dental Care Scheme with employee contribution
- Enhanced maternity pay with years of service
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Ownership Trust:
  - As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held ‘in-trust’ by the Trust’s Board of Directors.

EDI Statement:
Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore, we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

To apply: Please email your CV and covering letter to recruitment@ecctis.com by 5pm on Friday 12th January 2024.

This role profile sets out the scope and main duties of the post at the date when the role was created or last reviewed. Such details may vary on occasion without changing the overall scope of the role or level of responsibility required. This role profile is intended to give an overall indication of the duties and responsibilities of this role but is not exhaustive and the job holder may be asked to perform other duties, which reasonably align with the general remits of their role and level of responsibility.

Our values in practice:
Respectful: We value differences, treat everyone with respect, and build trust by fostering a fair and inclusive culture.
Ambitious: We are ambitious and enthusiastic in our approach to finding solutions.
Creative: We encourage a balance of bold, creative, and innovative thinking, built on our experience and learnings.
Dynamic: We evolve in our dynamic industry by using our expertise to create opportunities and champion continuous improvement.
Engaging: We grow by engaging professionally and responsibly with each other, by being receptive to feedback, and making space for new ideas.