

Job Title:	Academy Manager
Location:	Peterborough
Hours:	37.5 Flexible Monday – Friday
Salary:	£27,748 - £29,876 per annum
Responsible to:	Head of Operations and the Chief Executive Officer
Key working Relationships:	Chief Executive Officer, Senior Leadership, Facilitators, Partners

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

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Our work is organised into four key segments:

- Circles Community
- Circles Advocacy
- Circles Equine
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with the values of inclusion at the heart of everything we deliver.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission.

We believe that:

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live in and be part of the community.
- all people need friendships and independent relationships, a natural support network.
- all means all.

Summary:

We seek a dynamic and suitably qualified individual to join our team as the Academy Manager. This role involves developing and managing the day-to-day operations of our education provision in Peterborough, co-ordinating learning activities that provide support to disabled and disadvantaged children, young people and adults. The successful candidate will oversee project management, safeguarding and compliance associated with our programmes and the team of staff and volunteers involved. This is a full-time position requiring flexibility between Monday to Friday and an on-site presence across our sites.

Main duties and responsibilities:

- Develop and co-ordinate all activities and operations to ensure safe and effective functioning of the education and learning provision in Peterborough.
- Oversee project management tasks, including planning, operational activity, reporting, monitoring and compliance.
- Provide direct support as part of a team to individuals and their families.
- Implement and manage learning programmes within our alternative education provision, post 16 provision and our wider training courses.
- Maintain compliance with safeguarding and safety regulations to local, national and organisational standards.
- Lead and manage a team, providing guidance, training, recruitment and support.
- Cultivate and motivate positive relationships with all stakeholders.
- Monitor and evaluate programme effectiveness, adjusting as necessary to meet the needs of stakeholders.
- Any other tasks directed by the leadership team.

Person Specification:

- Highly empathetic and compassionate.
- Nurturing and positive attitude, with a genuine passion for making a difference through learning.
- Proactive go-getter with a can-do attitude, able to take initiative and drive projects forward.
- Resilience to overcome challenges positively.
- Exceptional organisational skills, with the ability to manage a busy workload and prioritise tasks effectively.
- Flexibility in approach to work, adapting to changing priorities and demands.
- Person-centred and trauma informed ethos and approach, valuing each person.

- Self-awareness and the ability to reflect, be open to feedback and committed to personal development.
- Excellent communication and interpersonal skills, the ability to build rapport and establish trust with all.
- Creative solution seeking attitude and abilities.
- Excellent IT skills and fluency in Microsoft 365 and dedicated software systems.

Qualifications and Training:

- Bachelor's degree or equivalent qualification in Teaching.
- Proven experience in a management or a leadership role.
- Clean driving license with the ability to travel as required.
- Evidence of experience in supporting disabled or disadvantaged people including people who are neurodivergent.
- Evidence and experience of managing a team of people and project/s.

Competence - to have the ability to carry out your role and responsibilities efficiently and effectively.

Commitment - to show dedication and attentiveness towards all.

To demonstrate a commitment to all areas of compliancy, prioritising the safeguarding of children and potentially vulnerable people.

Care and Compassion – To have a natural ability to care for others and an advanced level of emotional intelligence.

Communication - to be able to successfully share ideas, views, and information.

Creativity - to use imagination and innovative ideas to support the development our work.

Intuition and Self Awareness - to understand instinctively, people you work alongside, the impact you may have on others and the impact of trauma in people's lives.

Authenticity and Integrity – to be an honest and genuine person.

Connection - to demonstrate the values and ethos of the organisation in the development and nurturing of relationships.

The successful applicant will be required to undergo enhanced DBS and Safer Recruitment checks, including references and verification of their right to work in the UK.

Circles Network is a registered charity in England and Wales. (1043601) and Scotland (SC038068). A company limited by guarantee. Registered company in England and Wales (2972700) Registered Office: The Penthouse, Coventry Road, Cawston, Rugby, Warwickshire, CV23 9JP.

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