

ACADEMY MANAGER

JOB DESCRIPTION

Job title	Academy Manager
Department	Propertymark Academy
Office location	Arbon House, 6 Tournament Court, Warwick, CV34 6LG
Responsible for	Training Centre Management
Salary	£45K–£50K
Reporting to	Head of Propertymark Academy

JOB PURPOSE

The primary focus of the role is to develop, manage and deliver training materials to support a range of courses delivered both face to face and also in a virtual platform. The suite of training courses are at foundation, intermediate and advanced levels which attract student members, professional members and their colleagues to develop their professional competency levels.

Courses embrace a range of delivery methodologies and ensure the very best quality in both content and delivery.

Main Duties and Responsibilities:

- Management of Academy team including:
 - Ensuring organisation strategy is clearly understood by the whole team.
 - Setting objectives/targets and monitoring performance.
 - Collating monthly reports and analysing performance/onward actions.
 - Provide effective leadership and line management of trainers, development team and administrative staff working on courses, as required, to ensure teaching excellence and high performance.
- Lead training related projects which drive continual improvement including:
 - Identifying new business development.
 - Formulating and managing projects accordingly.
- Training Programme management including:
 - Manage enrolment and registration for training, schedule training sessions and organising the resources to facilitate training programmes.
 - Source trainers and subject matter experts with the relevant, current, industry experience.
 - Work with trainers and subject matter experts to develop and deliver training solutions that meet the needs of members, the property industry and students.
 - Set-up regular quality assurance reviews of content and delivery to ensure that training programs align with the latest industry standards and trends to ensure the achievement of teaching excellence in all aspects of learning, teaching and assessment of students. This is done through monitoring trainer performance, student attainment and student evaluation and feedback to ensure the subsequent and continuous improvement of the courses.
 - Work with awarding body to accredit training programmes.

- Learning Management System:
 - Take responsibility for developing & maintaining an LMS which is easy to use and enhances the experience of the student/learner.
- Budget Management:
 - Forecast the Academy budget with supporting narrative/assumptions.
 - Regularly review progress and re-forecast as necessary.
- Engage in continuous professional development, consultancy and other forms of external engagement, as appropriate.
- Attend conferences to promote the availability of CPD training activities and student learner programmes leading to qualification and professional body membership.
- Any other duties in line with the level of responsibility, dependent upon business priorities.

Key Working Relationships:

- Academy Team
- Propertymark Qualifications Awarding Body
- CEO & Senior Management Team
- Department Managers
- Members and learners
- Trainers and Suppliers

Job Requirement / Skills:

- Outstanding leadership skills.
- Proven track record of training program development & management across a range of methodologies.
- Proven ability to assess and improve the teaching and assessment skills of trainers.
- Comfortable with technology including and managing a Learning Management System and virtual learning environment platforms.
- Confident in creating and maintaining effective working relationships across internal and external stakeholders.
- Exceptional organisation, planning and time management skills.
- Strong presentation and collaboration skills.
- Demonstrate and maintain relevant CPD to remain informed of future trends in training and education with proactive research, networking with industry experts, and attending relevant conferences, workshops, or training sessions.
- Positive, solutions-focused attitude.
- A positive and resilient approach to change.

Education / Experience:

- Experience of managing a training centre or similar role (essential).
- Project management experience with ability to drive initiatives from inception to completion (essential).
- Bachelor's degree or equivalent in education, training, or related field (desirable).
- Qualifications supporting, or extensive knowledge of, the property industry (desirable).