

Job title:	Training Manager
Reporting to:	CEO
Location:	Remote, with occasional travel to London
Contract type:	4-5 days per week, 12-month fixed term (in the first instance)
Salary:	£42k to £46k FTE
Holiday entitlement:	28 days (pro rata), in addition to public holidays

About the BSI

The British Society for Immunology (BSI) is a dynamic membership organisation and learned society, with a mission to drive scientific discovery and make a positive impact on health. With over 4,400 members and a remit across academia, industry, and healthcare in the UK and globally, we run many valuable initiatives, to connect our community, champion career development for our members and to catalyse change for the benefit of research, clinical delivery, and public health.

Driven by our values and behaviours, we are a high performing, forward thinking and solution focussed organisation. We value teamwork and actively seek other opinions to ensure we can deliver to the highest standard as well as commit to reflecting upon our work to ensure a continual improvement culture. We welcome applications from individuals who are inspired by our values and behaviours.

Purpose of the role

To continue providing sector-leading support to appropriate communities and to deliver our mission we are embarking on an initiative to significantly expand our training offer. This training will be aimed at meeting the skills gap needs of our members and others with the aim of attracting and retaining top talent in the field as well as improving immunology knowledge for non-immunologists. This new training function will generate income to fund delivery of the BSI's wider charitable work.

We are looking to recruit a motivated and talented individual with strong project management skills to lead the delivery of the new training function within the BSI. Reporting directly to the CEO, in collaboration with the wider BSI team, you will be responsible for implementing new training courses by working with BSI members to develop content and curricula, utilising several different platforms from face-to-face to remote learning, as well as leading the set up and supporting marketing of the courses to relevant sectors. You will be responsible for engaging with a wide range of stakeholders to also help identify training needs and opportunities that the BSI can meet. This will include opportunities in several sectors including clinical, scientific and public/patient focused. Using your strong commercial acumen you will also be critical in the development and growth of this new training function to generate significant new income for the BSI.

It is not essential to have proven experience in the training sector, but your proactive, practical, results-driven approach will be essential to establish, evolve and deliver a successful training offer in a planned and phased way.

The specific purpose of this post is:

- deliver a new surplus-generating training function

Responsibilities

- To set up and lead every stage of delivering new training courses, from idea through to reality including;
 - Working with subject matter experts to explore new ideas and turn them into testable opportunities
 - Designing a project plan to take the opportunity from idea to operational, working with internal peers as necessary
 - Designing marketing and communications
 - Designing user-journey workflows in line with the wider BSI branding and the training strategy
 - Managing registrations including inquiries, payment and data monitoring
 - Coordinating training venues (online or in person) and all associated practical requirements of hosting an event
 - Gathering evaluative feedback and producing monitoring and evaluation processes for using this data
 - Reviewing newly tested courses for their potential to be scaled and then implementing the scale-up plan

- To lead the delivery of insight-gathering from members and the wider target-market to understand training needs and gaps and to inform the design of suitable training programmes
- To lead high quality content and curricula development for new training courses together with processes to ensure the content is kept up to date
- To create a pipeline of courses to ensure continual growth in opportunities and income
- To identify and secure income opportunities
- To develop and utilise appropriate learning platforms such as face to face, virtual and e-learning
- To evaluate and continuously improve the training offer
- To engage with a wide range of stakeholders across academia, NHS, industry, and charities
- To work in collaboration with the Marketing and Communications team to build effective marketing campaigns for our training offer
- Support work to scope training needs and gaps, as well as conduct market research
- To develop new training opportunity business cases for consideration by the CEO, Senior Management Team (SMT) and Board, as appropriate
- To monitor key developments in immunology and in the science/healthcare sectors and identify upcoming key opportunities and how the BSI can take advantage of them
- To work collaboratively with other BSI staff and members to ensure successful and timely delivery of training courses

Person specification

Essential

- Demonstrable success in project management and successful delivery of complex projects involving multiple stakeholders
- Experience of developing/delivering income and surplus generating activities
- Experience of working effectively with a range of different stakeholders
- Experience in developing and presenting successful business cases
- Experience in communications and marketing
- Able to show a broad understanding and interest in science organisations and the willingness to champion immunology
- Strong level of IT literacy and administrative skills

Desirable

- Experience of developing and delivering successful programmes of training courses (or similar) across multiple platforms
- Experience of researching training markets for opportunities to exploit
- Experience of CPD and/or other accreditation models
- Experience in delivering health and/or science-based training
- Experience of conducting market analysis
- Experience of evaluating projects/programmes
- Experience of working effectively with a senior team in a complex organisation
- Experience of working for a charity
- Knowledge of GDPR and other organisational compliance issues

Skills and attributes

- The ability to communicate clearly exercising tact, diplomacy, persuasion, influencing and assertiveness
- Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders
- Excellent project management skills
- Strong commercial mindset
- Able to work on own initiative and as part of a team.
- A highly organised forward thinking individual
- A rigorous attention to detail
- Enthusiasm for working in an early-stage business unit where you will be developing the offer
- Able to handle sensitive and confidential information in line with the Society's rules and policies.
- Demonstrates positive and collaborative attitude across all aspects of work

The BSI is committed to the following values and behaviours. We welcome applications from individuals who are inspired by them.

BSI Values and Behaviours

We are:

Ambitious and committed

Evidence-based and responsible

Collaborative and inclusive

Agile and energetic

Ambitious and committed

Solution focussed
High performing
Forward thinking
Determined
Driven
Realistic

Evidence-based and responsible

Promoting science
Creating a platform for experts
Championing immunology
Act with integrity
Reflect and learn
Rigorous

Collaborative and inclusive

Compassionate and supportive
Fostering new partnerships
Valuing and seeking opinions
Open minded
Respecting and promote diversity
Communicate clearly

Agile and energetic

Courageous
Acting decisively
Flexible
Proactive
Enthusiastic
Empowering