University Alliance Job Description

Post title: **Programme Training Manager**
Responsible to: **Head of Doctoral Training**
Responsible for: **N/A**

Main purpose of the job

This role sits within the University Alliance's DTA Team and will primarily be focused on playing a key role in delivering the work of the Doctoral Training Alliance (DTA) programme; working closely with all members of the organisation as required, and be comfortable upwardly delegating, where appropriate.

The post holder will have lead responsibility for the coordination and engagement of researchers (students, supervisors, alumni) participating in the programme, as well as supporting the development and co-ordination of the DTA training activities. The annual programme of training includes a range of activities for doctoral researchers, supervisors and alumni, with programme activities taking place as part of a blended approach of physical and online events hosted by DTA and partner universities.

The post holder will need to engage and maintain strong relationships with a wide range of stakeholders across our membership including programme directors, supervisors, training leads, doctoral researchers, student reps and other professional service staff as required.

Responsibilities and duties:

To support, deliver and enhance the current engagement, training and development activities for doctoral researchers, supervisors and alumni part of the DTA programmes.

Programme Development

- Support existing delivery of researcher activities, for both DTA and DTA3, through elective, social and residential events;
- Work closely with UA Head of Doctoral Training, programme directors and training leads at host universities to deliver outstanding training events.

Events

- Oversee the administration of the annual DTA Elective programme, which will include physical and online events and activities;
- In collaboration with the Head of Doctoral Training, source workshops, facilitators, hosts as well as develop and deliver training workshops and content;
- Lead on all logistical arrangements for annual residential event(s) across all programmes, which will include liaising with host institutions, programme development,

sourcing merchandise, programme activities, speakers, communication across all stakeholders (including student researchers), promotion and tracking attendance;

- Creation of PowerPoint presentations, event documentation including programme schedule, maps, local information guidance and any other required document to enable the smooth operation of training events;

- Attendance at main training events, including all Summer Schools and introductory schools. Be the main point of contact for students, partner universities and external partners at in person events. Overall responsibility for the smooth running of training events.

Researcher Engagement

- Act as first point of contact for researchers and their supervisors, maintaining contact details, building rapport, engaging and motivating them, as well as being able to deal with potentially sensitive queries;

- Support for the DTA Student Rep Committee in its activities, including reports and meetings with DTA management and training sessions where appropriate;

- Develop and support appropriate engagement activities and resources which enhance the DTA community offer, such as, researcher profiles, special interest groups, opportunities to disseminate research (including the UA and DTA blogs), researcher-led activities and events;

- Working with the other members of the team to support the identification of opportunities to engage with the DTA Alumni and support the design of the DTA Alumni Network engagement activities.

Governance Support

- Secretariat support for DTA National Management and DTA Training Groups, including scheduling network meetings, production of agenda, papers, minutes and taking forward actions;

- Ensure appropriate representation of the DTA Student Reps throughout the DTA governance structure.

Monitoring & Evaluation

- Responsible for cohort monitoring by working with the Programme Administrator to maintain a comprehensive student and supervisor researcher log that tracks researcher data, progress and attendance;

- Responsible for supporting the annual evaluation process including preparation of the annual review reports. Preparing and delivering all evaluation activities including online surveys and focus groups in order to support monitoring and evaluation of residential events. Analysis (including producing pivot tables, review qualitative responses) and

benchmarking of data, reviewing attendance and engagement monitoring of programme events and activities, in line with the evaluation framework and other funder requirements

- Support the development of the DTA Alumni Network through monitoring and evaluation of alumni data, including production and maintenance of a destination data tracking system, identification of case studies and facilitation of annual focus groups and student panel events.

Communications, dissemination and core documents

- Manage the DTA social media channels to ensure awareness is raised to the right audiences via the most appropriate channels;
- Maintain and update DTA website content, this will involve uploading documents to the Programme Hub and keeping the content fresh and accurate;
- Support Deputy Head of Doctoral Training with developing content and functionality of the new DTA website. Including supporting the collation and representation of student data to create researcher profiles.
- Support the Deputy Head of Doctoral Training by drafting, producing and updating core documents including handbooks, resources, student profiles, using InDesign, WordPress and/or other appropriate software;
- Dissemination of programme related activity to raise internal and external awareness of the programmes, which could include, among other tasks the development of researcher case studies, blogs and supporting delivery of papers at relevant conferences.

Miscellaneous

- Support the Head and Deputy Head of Doctoral Training through attending and participating in relevant conferences, providing summary notes, supporting presentation preparation as necessary;
- Other duties and general support tasks as required by the Chief Executive or senior staff in accordance with the strategic objectives of the University Alliance.

Relationships/contacts

Internal: Staff across the organisation all levels.
External: Staff at all levels within our member universities including doctoral researchers, supervisors, professional services staff. Staff of professional, governmental and educational institutions; and individuals and businesses where appropriate.

This document outlines the main duties required, for the time being, of the post-entitled Programme Training Manager to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and we may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

Terms and Conditions:

Starting salary:	£30,000 to £33,000 per annum, depending on experience
FTE:	Full-time (working 37.5 hours per week)
Duration of Contract:	24 Months
Probation period:	6 months
Annual leave:	25 days (pro rata for part-time) plus standard public holidays and additional concessionary days including the closure of our office between Christmas and New Year (pro rata for part-time).

Other benefits include flexible working practices, pension scheme and life cover.

Principal location of work:

University Alliance operates an agile working model where staff have the option to work the majority of the week remotely with access to a 'touchdown' space on one of the campuses of our member universities (Coventry University's London campus) for times when physical presence is required or preferred for performing job roles. This is subject to change depending on government guidelines relating to the pandemic.

The *touchdown space is a modern, secure, bright, roomy shared spaced predominantly for the use of Coventry University's student alumni and enterprise students. The space is not a traditional office space, it operates a clear desk space with Wi-Fi and access to printing facilities and its primary use is for collaborative working with colleagues across the organisation. We also have access to a room booking system for meetings and tea and coffee making facilities.

Application process:

To apply, please review the job description and apply via an email with the subject line: **Programme Training Manager** to info@unialliance.ac.uk

1) An up-to-date CV of no more than two sides of A4.
2) A covering letter of no more than two sides of A4 addressing why you are interested in working for University Alliance and how your knowledge, skills and experience meets the requirements of the role.

Please also mention where you saw the job advertised.

Closing date:	11.59pm 16 October 2022
Interview date:	Interviews via MS Teams
	First interview W/c 24 October 2022

The selection process will include an interview and a task confirmed on invitation to interview.

We reserve the right to close the vacancy prior to the closing date. If you have not heard from us within 28 days of the closing date, please consider that you have not been successful at shortlisting stage.

University Alliance values diversity and is an equal opportunities employer. We actively encourage applications from people from diverse backgrounds.

Right to work in the UK
If you are successful in your application, you will be required to demonstrate your right to work in the UK. The latest information about your right to work in the UK is available on the UK government website **here**

University Alliance is unable to sponsor candidates.

Person Specification

You will be a self-starter, able to independently manage and direct your work plan; have excellent communication, be engaging, have facilitation/presentation skills, and have a good understanding of the requirements of postgraduate researchers in terms of skills development. You should also have demonstrable capability to organise and deliver a complex programme of events and have excellent administration skills with a high level of Microsoft Office proficiency.

Specification	Essential	Desirable
Education/ Training	• Degree-level qualification and / or equivalent qualifications or experience	• Professional qualifications in training and development
Experience & knowledge	• Experience of organising a complex programme of events, both small and large scale • Understanding and experience of planning, facilitating, evaluating and developing training activities • Demonstrable experience of facilitating training and delivering presentations • Understanding of postgraduate researcher skills development • Working with individuals and groups at a range of levels across organisations	• Experience of participation within external HE research/PGR training networks, groups and bodies • Experience of using social media to raise awareness of activities • Familiarity with policy context for researcher development in the UK and EU

Specification	Essential	Desirable
Skills/aptitude	• Highly organised with good attention to detail – will deliver to deadlines • High level of Microsoft Office proficiency • Experience of using video conferencing such as MS Teams, Zoom • A self-starter, you are confident to lead and drive projects under your own initiative with minimal supervision. • Ability to prioritise tasks with strong organisational skills • Excellent interpersonal skills • Ability to build and maintain strong relationships at all levels • Ability to liaise and maintain engagement, trust and confidence of a large numbers of stakeholders. • Trusted professional judgement • Strong team player, quick to support colleagues across different teams where needed and deliver joint results • Open, honest, direct and comfortable in giving and receiving constructive feedback	• Working knowledge of InDesign and WordPress is an advantage
Personal qualities	• Confident, open approach to dealing with colleagues of all levels, internally and externally. • Professional approach • Proactive self-starter • Self-motivated and able to use initiative	• Knowledge and interest in the higher education sector
Other	• Willingness to travel to attend in-person meetings and events as required	• A willingness to undertake further training and development

6