



Hertfordshire Care Providers Association

## Care Academy Project Lead – Education

<b>Reporting To:</b>	Programme Manager Education
<b>Main Purposes of the Contract:</b>	To <b>promote</b> and <b>develop</b> the new Care Academy
<b>Contract Terms:</b>	22.5hrs per week (5 days 10-3pm) Take-home salary on 22.5hrs per week = £16,200pa (FTE £27,000)

This Project Development role is for someone to help **move the newly formed Care Academy forward** and **keep this high profile project on track**

Hertfordshire Care Professional Standards Academy is the first of its kind in the county, and is a partnership between **Hertfordshire Care Providers Association** and partners, **Adult Care Services at Hertfordshire County Council** aimed at ensuring the entire Hertfordshire care practitioner workforce is trained to a professional, best practice standard across the sector. The **Care Professional Standards Academy** is a **free** Hertfordshire based platform intended to **manage and track Care Staff qualifications** to help them aspire to learn even more, Affiliates are attracted to the Care Academy by accessing rewards and benefits.

<https://www.hertscareacademy.com>

It is essential that this post holder:  
Has **passion** and **enthusiasm** to **develop** a project  
Has a **training or education** background  
Has experience in the **developing systems and operating procedures**  
Has highly developed **IT skills**

### Specific Responsibilities:

To provide direction for the Care Academy and initiate new ideas to develop services for Academy Affiliates.

- Instigate new innovative ideas for the Care Academy and drive forward the Academy project
- Create a strong marketing strategy for the Care Academy with the Marketing Manager focussing on attraction and benefits
- Work with the Contracts Manager on business opportunities particularly around developing phases two and three of the Care Academy
- Develop Standard Operating Procedures and update terms and conditions for the Care Academy in a proactive fashion
- Work with the Portal Developers to grow and amend the system
- Verify certificates where there is challenge raised over validity and enter into communication with individual Affiliates
- Guide the Admin Team and keep them informed of new systems and procedures
- Take a lead on ensuring the Care Academy is represented on external partner meetings
- Monitor team KPI's to evaluate the quality, return on investment and impact on company strategy of existing and proposed Care Academy interventions.

- Develop the Portal System ensuring there is a smooth and intuitive customer journey for Care Academy Affiliates
- Provide presentation input for meetings and events. Attend events to promote the Care Academy
- Further develop the Care Academy Website content (website design is not needed) to include webpages which are informative to Affiliates
- Meet with any interested corporate members to encourage uptake of the Care Academy
- Monitor day to day Budget tracking
- Grow the Care Academy benefits with external partners – ensuring these are a great attraction for Care Academy Affiliates
- Keep identifying and negotiating new benefits for Affiliates
- Work with the Education and Quality Assurance team to support and encourage external and internal training providers to be part of the Care Academy
- Develop Career Pathway information for Affiliates
- Ensure there is a strong link between the Care Academy and the Recruitment Department around career pathways
- Undertake any projects/campaigns as directed which link to the Care Academy as they achieve funding
- Undertake CPD events as directed
- This list is not exhaustive and will change according to business needs

Note: this position is advertised as 10-3pm but these times can be discussed at interview, however this is a 5 day a week position

#### **Person Specification**

- Must understand the UK education certificate system and be able to make judgements on validity of certificates
- Must have excellent IT skills
- Must be able to develop systems
- Must be able to engage professionally with the IT portal developers and further design the operating systems
- Must be a great communicator face to face and via email and telephone
- Must have a creative mind and be prepared to grow the project

#### **Desirable**

- IQA Qualifications