

INFORMATION PACK

Commercial Manager: Teaching School Hub

Full-time, 5 days per week, 36.25 hours per week

Term time only plus five weeks

Required as soon as possible

The Role

The Commercial Manager for the new Bright Futures Teaching School Hubs Bright Futures is a new role. We are seeking an exceptional Commercial Manager with experience working across accounts or external partnerships to join our growing Team.

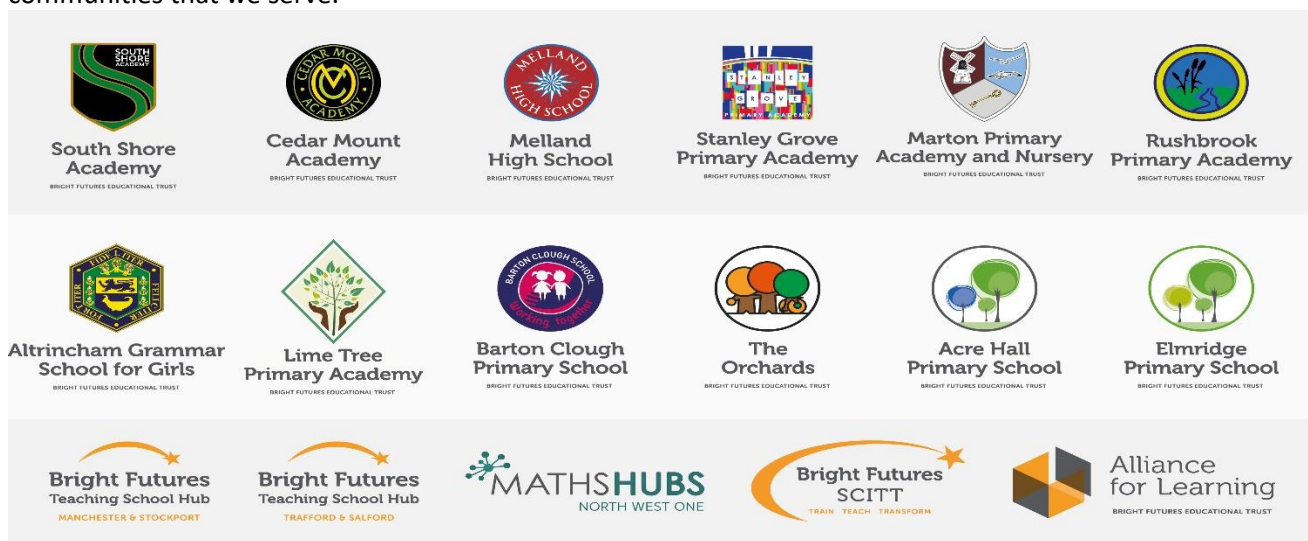
As the Commercial Manager you will play a crucial role in identifying, cultivating and securing new business, as well as managing a portfolio of existing work streams. The role of Commercial Manager is to lead the business and commercial services of the Teaching School Hubs, the Alliance for Learning and outward facing services.

The role holder will have a passion for fundraising, be entrepreneurial and creative whilst providing operational leadership in planning, securing and maintaining the long-term sustainability of the organisation through supporting the Director of Development, Partnerships & Teaching School Hubs, planning and overseeing the implementation of the business and commercial activities of the Hubs.

The post will work closely with the leadership team of the Teaching School Hubs and the Director of Business and Commercial Finance for the Trust (drawing on resources as and when necessary). We have a flexible approach to working arrangements and would discuss this with successful candidates.

Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high

value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs, Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the Executive Team, we have central operations for Marketing and Communications, Finance, HR, Educational Psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future](#).

Collaboration and strong relationships form one of the ‘commitments’ in our Strategy and all components of the Bright Futures’ family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Bright Futures Development Network is another important component of our organisation. Underneath this umbrella we have large development networks and hubs and a significant team of staff. Within this outward facing area of Bright Futures, we have a commercial offer run through ‘**The Alliance for Learning**’ which runs as a commercial business providing school improvement services and CPD to over 700 schools and services our own schools. Also we have a **Maths Hub: ‘North West 1’** providing Mathematics training and coaching to 500 schools and an Initial Teacher Training function our ‘**Alliance for Learning SCITT**’ (School Centred Initial Teacher Training) with trainee teachers in every phase: Early Years, Primary and Secondary which makes it the largest SCITT in the NW. In January 2021 after significant national reforms to the teaching school policy Bright Futures was designated with two new large-scale Teaching School Hubs. The areas we serve are: LWY6 - 291 - Manchester, Stockport LWY8 - 192 - Salford, Trafford. This growth and expansion in our outward facing work brings about significant increase in accountability and reach. **The two Bright Futures Teaching School Hubs** are designed to provide strong strategic regional leadership to build strong partnerships to support teachers and leaders in every phase and type of school, at each stage of their development. A crucial part of the hub remit is carefully ensuring structured collaboration. The Teaching School Hubs are at the forefront of providing high quality professional development, playing a significant role in the implementation and delivery of: The Early Career Framework, National Professional Qualifications, Initial Teacher Training and Continuous Professional Development. The Hubs will work directly with the DFE and national NPQ/ECT providers. In addition to this, the Hubs will enhance the professional development needs of the academies within Bright Futures.

Bright Futures Development Network





Why work for us?

Bright Futures

A great place to work

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

Terms and Conditions

- Salary:** NJC scale points 36 to 40 (Bright Futures grade 9). The full-time equivalent pay is £39,880.00 rising to £43,857.00 per annum. The actual pay based on the below working pattern commencing £37,652.00 rising to £41,407.00, per annum actual pay. Pay progression is linked to performance.
- Working weeks:** This is a great opportunity for flexible working as the role will work 38 weeks during school term time and an additional five weeks to be agreed. A total of 43 weeks.
- Hours:** 36.25 hours per week over 5 days. Flexible working will be considered, please discuss at interview if you wish this to be considered.
- Holidays:** You will be paid for the prorated equivalent of 25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service.
- Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>
- Other:** We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions.

How to Apply

We can only accept applications by applying through our online application form, and don't accept CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Our new portal contains our application form and disclosure of criminal background form. The portal link is [Bright Futures' Application Form](#). Please upload the forms by 12pm on 29th June 2021.

The selection process may be conducted virtually, so candidates will need access to a device with a camera and a microphone to participate. However, we will confirm this following the closing date. The selection will take place on 15th July. You will be notified after the closing date whether you have been shortlisted for the 15th.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

JOB DESCRIPTION

Commercial Manager: Teaching School Hub

Reporting to Director of Development, Partnerships and Teaching School Hubs

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Strategic Sustainability

- Actively build and manage prospects and new leads through proactive research and networking
- Drive growth in new income opportunities by developing creative, compelling and ambitious project
- Work with the wider organisation to maximise fundraising and engagement opportunities to contribute to the overall targets
- Identifying, researching and developing new trust and foundation relationships to help meet our ambitious growth plans
- To lead on the commercial/business planning, proposals and implementation of the Teaching School Hub and Alliance for Learning to ensure that the long term business plans for our outward facing functions are based on sound planning principals
- To develop and implement commercial strategies through formulating the aims and objectives of the Teaching School Hub for the commercial income and to accelerate growth
- Ensuring an effective link between financial planning and the Teaching Schools strategic objectives
- Contributing to business planning and forward planning strategy
- Providing strategic support to the Executive Director
- Maximising income from external sources and seeking new funding opportunities
- Overseeing the monitoring and management of income and expenditure against agreed budgets to ensure the achievement of 'best value'
- To ensure that Alliance for Learning and the Hubs are seen as the number one provider for all training and CPD offered in key regional priority areas
- Further develop partnership to ensure a true collaborative approach for Alliance for Learning & the TS Hub
- To successfully source funding opportunities and lead bid writing securing external funding and meeting the needs of our partners through the offer
- Lead and seek strategic developments opportunities to grow our portfolio offer across the Alliance for Learning and Teaching School Hub, whether through partnerships or new initiatives
- Commercialise current offers to ensure business sustainability for the Alliance for Learning
- Develop and maintain a high-level financial dashboard for our outward facing work including TS Hubs, Alliance for Learning, SCITT and Maths Hub
- Oversee the Project Management of any projects including DFE funded ones and take a lead on reporting progress
- Provide advice and guidance to the leadership team of the TS Hubs when appropriate

Commercial Opportunities

- To lead on the commercial business development of the organisation exploring opportunities to improve financial sustainability through business opportunities, growth and effective use of resources delivering efficiencies where appropriate.
- Prepare business proposals to present options and opportunities to expand the TS Hubs operations for example commercialisation of the RSHE Hubs and other on-going projects.
- Explore and present creative solutions and business cases for the work of the TS Hub and Alliance for Learning
- Explore and successfully bring opportunities to the TS Hubs for additional grant and charitable funding.
- To build on our work providing training outside of education to future proof our business

Partners

- To support the Director of Development, Partnerships and Teaching School Hubs in developing and utilising current and new strategic partner organisations
- To manage a portfolio of 'accounts' with partner organisations and licence holders for example NPQ delivery
- To support the development of new partnerships across the region

Reporting & Planning

- To lead as the Teaching School Hub business analyst, supporting the TS Hub leadership team in preparing and presenting regular key performance indicator reports
- To provide creative solutions to sustain the business and to grow areas more commercially
- To take a lead on Risk Management including oversight of risk registers for each function
- Ensure the CRM system is maintained and developed
- Create high-quality impact reports and proposals
- To keep an overview of income and expenditure across the Teaching School Hubs & Alliance for Learning

Contract Management

- To lead and manage the TS Hub portfolio of contracts
- To maintain and manage the Teaching School Hub and Alliance for Learning contracts and procurements register ensuring that procurement takes place in a timely manner for the Teaching School Hubs and Alliance for Learning
- To be the point of contact on the TSH Team for the finance team at Bright Futures .

Marketing and Communications

- Work closely with the Marketing and Communications Manager to look at competitor offer, market share and communications to partners
- Ensure that Alliance for Learning's offer is well known and as competitive as possible
- To build our profile regionally and nationally
- Administration
- Oversee the Project Manager, Systems and Data Administrator and the Administrator
- Ensure that all Teaching School policies and procedures are in place and adhered to
- Ensure the CRM system is maintained and developed
- Create a digital culture within the team
- Support all Managers within the Teaching School

Management

- Line manage the Systems and Data Administrator and the Teaching School Hub Administrator
- Contract Management and Procurement and to be ultimately responsible for the management of the TS Hub and Alliance for Learning Commercial Services.
- To set high standards as a manager modelling, at all times, the highest possible standards of professionalism, ethical leadership, and personal behaviour.
- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development.
- To keep abreast of opportunities to secure growth, additional funding and act upon them
- To be responsible for any statutory or directed requests in respect of e.g. audits, reviews, information requests etc, as directed by the Executive Director

Other

- We will always consider a flexible approach to working –just ask at interview
- Any other reasonable duties requested by the Director of Development, Partnerships and Teaching School Hubs
- Attend relevant meetings as required, acting as a role model consistently promoting the Trust’s vision, values and commitments.
- Acting as an ambassador ensuring that the Trust’s high standards are promoted at all times.
- A commitment to maintaining confidentiality and discretion inside and outside work

PERSON SPECIFICATION

Category	Essential	Desirable	Method of assessment
Qualifications, Education, training	<ul style="list-style-type: none"> • GCSE English and Maths up to GCSE level grade C or above • Evidence of continuing professional development or further professional study • Business Development Or Business and Finance Degree or Communications Related Degree • Project management training /experience 		Application
Relevant Experience	<ul style="list-style-type: none"> • Successful business development and management roles • Experience of writing high-level funding proposals, or similar documents from scratch and gathering the necessary information through research • Proven track record of securing grants from trusts or foundations, or transferable examples of meeting and exceeding significant targets in a fundraising or relationship management role • Has undertaken a post with ultimate responsibility for producing the reports against KPIs • Proven experience of budget preparation, setting and monitoring and business forecasting • Experience of liaising with senior colleagues and partners 	<ul style="list-style-type: none"> • Has worked in a senior role 	Application & Interview
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Pipeline management experience, and be confident in using CRM databases, such as Salesforce, to manage relationships • Demonstrable experience of fundraising or transferable experience of 	<ul style="list-style-type: none"> • Understands the education sector 	Application & Interview

Category	Essential	Desirable	Method of assessment
	<p>prospecting, building relationships from scratch</p> <ul style="list-style-type: none"> • Relationship management and be able to quickly build rapport, adapting your approach to a range of stakeholders • Strong communicator, compelling and engaging both in person and in your written work • You'll be able to make complex information easy to read and persuasive • Exceptional attention to detail and up to date knowledge of business development • Good working knowledge of IT software systems • Knowledge of management systems for all accounting functions • Excellent communication; both oral and written and excellent interpersonal skills • Proven report writing skills • Excellent IT skills (Word, Excel, Outlook) • Proven ability to liaise with statutory agencies e.g. the DFE • Ability to prioritise responsibilities under pressure and be self- motivating • Personal Integrity and Confidentiality • Excellent time management skills 		
Leadership & Management	<ul style="list-style-type: none"> • Team Leader with experience of managing a corporate type team • Evidence of holding staff to account for their professional conduct and practice, through fair and transparent processes and support and challenge • Ability to work well under pressure and meet deadlines • Ability to formulate, monitor, evaluate and review plans and policies • Ability to confront and resolve problems • Ability to innovate and manage change • Ability to take on new challenges and to be a leader • Positive, solution-focused and good humoured 		Interview
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.		<ul style="list-style-type: none"> • Application form • Interview • Task

Category	Essential	Desirable	Method of assessment
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		<ul style="list-style-type: none"> • Interview • Tasks
	Integrity: Evidence of doing the right things for the right reason		<ul style="list-style-type: none"> • Interview • Tasks
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		<ul style="list-style-type: none"> • Interview • Tasks