

Job Title:	Continuous Professional Development Officer	Job Code:	CPDO
Department/Group:	Professional skills	Position Type:	Full-time (35 hrs per week, including occasional evenings/weekends)
Location:	Home based	Travel Required:	Some UK travel (access to transport required)
Level/Salary Range:	Band 3	Position Length:	9- months (possible opportunity for extension depending on securing future funding years.)
Responsible for:	No line management responsibilities	Responsible to:	Professional Skills and Careers Manager
Liaison with:	All TIAH staff External stakeholders, including training providers		

Job Description

Summary

The role holder will collate and promote CPD related information and opportunities relevant to TIAH membership and users. They will research and map the current CPD offer available to the industry against TIAH's professional framework, identifying any gaps for development. They will be responsible for refining the professional framework. This role will work in partnership with industry partners and external stakeholders to understand the need and opportunities available for CPD development, improving the availability of relevant CPD and ultimately increase industry engagement in this area. This role will also include responsibility for TIAH's representation in the development of T Levels and Apprenticeships.

Role and Responsibilities

1. TIAH CPD Business plan
 - Support the development TIAH CPD business plan and lead the operational implementation
 - Work closely with the Professional Skills and Careers Manager to collaborate with external stakeholders to ensure the professional framework is fit for purpose
2. CPD resource collation and promotion
 - Map the current CPD provision already available in the industry and work with partners to understand market potential for new CPD opportunities
 - Analyse and understand existing content and relevant CPD initiatives
 - Work closely with the Professional Development and Skills Manager to prioritise content development and delivery
 - Collaborate with industry stakeholders to map existing schemes, so there is a clearer understanding of opportunities available and how they relate to each other.
3. Apprenticeships/ T Levels
 - Represent TIAH at meetings relevant to the applicable T levels and Apprentices for Agriculture and Horticulture
 - Keep a working brief on T Levels, Apprenticeships and other relevant policy initiatives.
4. Industry and team engagement
 - Support the Professional Development Working Group Chair with agenda development and meeting management

- Keep abreast of offers from similar professional bodies and appraise for relevance/priority within TIAH scope and to feedback relevant improvement and development ideas
- Maintain relationships of key stakeholders with the Professional Skills & Careers Manager
- Represent TIAH at meetings, conferences, talks and events where required
- Undertake any other responsibilities commensurate with the post that the CEO and Line Manager may require

Qualifications and preferred skills

- Keen interest in continuous professional development within sectors, in particular in the agriculture and horticulture industry
- Experience of working with CPD Schemes, ideally including implementation/running of schemes
- Experience of working with external stakeholders and suppliers and an ability to build and develop effective relationships to ensure delivery of milestones
- Ability to work with vision and energy, while displaying an attention to detail to ensure accuracy
- An understanding of learning technologies and digital learning development processes
- A Continuous Improvement and Growth mind-set
- Ability to work as a part of a team but be self-disciplined to work alone on a day-to-day basis
- Flexible approach to work, including the ability to recognise a need and act on it
- Excellent communication and organisational skills, with the ability to work to tight deadlines and changing priorities
- Proficient in Word, Excel, and PowerPoint with a high level of digital competence
- Ability to juggle and prioritise multiple tasks while meeting tight deadlines within a collaborative team environment
- Strong communication skills and ability to interact comfortably and professionally with multiple stakeholders, ranging from colleagues to trustees to members
- Attention to quality and client excellence with excellent attention to detail

Additional Notes

- Behaviour expectations: Trust, efficiency, quality, expertise, can-do attitude, and affinity and understanding of TIAH’s aims and objectives
- Role holder is expected to be set up for remote working, including a dedicated safe workspace with adequate and secure internet connection and reception. Laptop provided.
- Ability to travel within the UK required, including regular team meetings held in the Midlands and London.
- Ability to work flexibly required, including occasional evenings, weekends and overnight stays
- Role subject to review based on the needs of the new organisation

Approved By:	CEO	Date:	01.07.2021
Job holder’s name/ signature		Date:	
Line manager’s name/ signature		Date:	

Date posted:	05.07.2021	Contact:	recruitment@tiah.org
Posting URL:	www.tiah.org		
Applications Accepted By:	Applications will be considered on a rolling basis for immediate interview. Please submit your CV and covering letter (maximum 2 sides) to recruitment@tiah.org using the job title as the subject header. Applications without a covering letter will not be considered.		