

Job description

Job title:	Journalism Skills Academy manager
Responsible to:	Head of partnerships and projects
Responsible for:	Training co-ordinator; external consultants
Contacts:	NCTJ's management team and staff Media organisations and journalists Outsourced agencies Examination and accreditation boards Editors' and course leaders' forums Student council Corporate sponsors Journalism Diversity Fund Influencers in the journalism community

Summary job objectives

- Oversee the development, planning, budgeting and organisation of all NCTJ training activities and resources across all platforms under the banner of the NCTJ's Journalism Skills Academy – including in-person and remote training events, e-learning programmes and qualifications by distance learning.
- Generate income and exposure for the NCTJ through the development and promotion of the Journalism Skills Academy (including developing new products and programmes) and by securing partners, clients and learners for our training activities.
- Manage the JSA team including the training co-ordinator and our team of consultants and trainers
- Assist the head of partnerships and projects to build relationships with the charity's stakeholders and to develop strategies for the charity's training work.

Job responsibilities

1. Take overall responsibility for the organisation and implementation of all training activities offered and undertaken by the NCTJ to external clients and learners. This includes but is not limited to e-learning, webinars, seminars and other events.
2. Under the banner of the Journalism Skills Academy, ensure the JSA runs smoothly and expands its product range – including by developing the e-learning platform which is at the heart of the JSA. To this end you will:
 - ❖ Develop new e-learning modules and 'live' short courses (in person or delivered remotely), commissioning suitable trainers to produce and deliver relevant teaching;
 - ❖ Ensure existing products are evaluated and kept up to date;
 - ❖ Schedule regular training courses and secure appropriate numbers of learners, being aware of the need for all NCTJ training to be run to cover all costs;
 - ❖ Prepare bespoke training programmes for clients on request, and pitch NCTJ services to potential new clients, ensuring that clients are kept fully abreast of project progress at all times, and that all training projects are delivered on time and within budget;
 - ❖ Keep abreast of the progress of all training customers, especially learners embarking on NCTJ qualifications through distance/e-learning;
 - ❖ Introduce training courses remotely and in person where applicable, ensuring that trainers and learners are appropriately briefed about any technical or other needs.
 - ❖ Working closely with the training co-ordinator, oversee all course and distance/e-learning bookings, ensuring all clients receive the highest quality of service, are invoiced appropriately, and are sent event or course joining instructions as applicable;
 - ❖ Working closely with the training co-ordinator, manage all logistical elements, from booking speakers to securing venues and arranging catering.
3. Ensure the resourcing of all training projects is appropriate at all times. In this regard you will:
 - ❖ Line manage the training coordinator (guided by the head of partnerships and projects and working closely with the marketing and communications manager), to ensure the administration of training courses is professional and efficient;
 - ❖ Develop positive working relationships with external training consultants (including new consultants you will identify), ensuring their work for the NCTJ is of the highest quality;
 - ❖ Conduct regular project meetings to ensure all team members and stakeholders are fully aware of roles, responsibilities and deadlines within each event/course/project;
 - ❖ Oversee project support, ensuring remote or on-site staff (in-house or at external venues) are fully briefed, their work is checked and completed on time and to the high standards expected by NCTJ.
4. Help to grow the NCTJ's income from the activities of the Journalism Skills Academy (via e-learning, webinars and in-person events and any other courses). In your financial oversight of the skills academy, you will:
 - ❖ Prepare overall training budgets and plans for the year, as well as discrete project budgets – ensuring ongoing management, reconciliation and closure of all budgets (working closely with the head of finance).
 - ❖ Take full financial responsibility and accountability for all training projects.

- ❖ Negotiate prices with suppliers and contractors ensuring value for money and due diligence.
 - ❖ Agree budgets and timescales for all applicable activities, ensuring they are achieved.
 - ❖ Generate sponsorship for courses, events and products where applicable, as well as in-kind support from partners.
5. Assist the head of partnerships and projects to develop and evolve medium- and long-term strategies for the NCTJ's training activities and, in particular, the expansion of the Journalism Skills Academy.
 6. Contribute to the NCTJ's overall development strategy to help achieve the charity's aims and objectives.
 7. Contribute to the wider work of the charity and manage special projects as directed by the head of partnerships & projects and the chief executive.
 8. Assist with day-to-day administrative duties in the NCTJ's offices including giving careers advice and answering general enquiries on the telephone.
 9. Represent the NCTJ at external meetings and events as required.
 10. Undertake additional duties as required.

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