



## **EMD UK are recruiting!**

We are looking for an Academy Manager (maternity cover) passionate about training and development in the Group Exercise sector. As a result of a successful bid to Sport England for National Lottery funding, you will join the recently expanded Instructor Development team.

### **Who are EMD UK?**

As the national governing body for group exercise, EMD UK is the go to organisation for participants, teachers, organisations and the media for expert advice about trends and opportunities across the sector. We are an insight driven organisation that operates the largest database of group exercise classes in the UK to connect participants with thousands of instructors offering classes in their local area. To facilitate the continued growth of the sector we provide quality training and development as well as ongoing help and advice to instructors, supporting them at every stage of their career. We also work in partnership with organisations to endorse and develop all forms and styles of group exercise, including start up support for new fitness brands and concepts trying to enter the market. We work proactively to bring all aspects of the industry together to achieve our vision of 'a healthier nation through exercise'.

### **Academy Manager (maternity cover)**

This fantastic role in the Instructor Development team plays an important part in serving the industry with new talent as well as supporting instructors providing them with the highest quality training and continual professional development to set them up to succeed providing participants with Group Exercise experiences that keeps them returning regularly. The successful candidate will have good knowledge of the Group Exercise sector, be a self starter and be able to ensure we meet the aims of our strategy both in financial terms and exceeding the expectations of our customers.

Salary: £23,000-£32,000 per annum (depending on skills and experience)

To apply please email **a supporting document detailing how you meet each of the criteria in the person specification, accompanied by your CV**. Please include details of two references (e.g. current & previous employer, college tutor, mentor etc.). Referees will **not** be contacted before a verbal offer of employment is made. Please **do not** just send your CV or a generic application.

### **Closing date for applications:**

Academy Manager (maternity cover): Thursday 21<sup>st</sup> September 2017

Please email your application to Head of Instructor Development, Gillian Reeves [gillian@emduk.org](mailto:gillian@emduk.org)

**Interviews will be held in Horsham, West Sussex, week commencing 25<sup>th</sup> September 2017**

## Job Description

<b>Title</b>	<b>Academy Manager (Maternity cover)</b>
<b>Reports to</b>	Head of Instructor Development
<b>Line management responsibilities</b>	Academy Support Administrator, Academy Development Officer
<b>Location</b>	Flexible – based at EMD UK Head Office, Horsham, West Sussex
<b>Contractual Status</b>	Temporary, full time maternity cover (40 hours per week) for an initial period of 9 months
<b>Salary Band</b>	Band 3: £23-£32,000 per annum
<b>Job Purpose</b>	<ol style="list-style-type: none"> <li>1. To effectively manage the Academy operation, driving sales and revenue to achieve agreed financial targets</li> <li>2. To identify and develop new business opportunities to grow Academy income</li> <li>3. To manage a number of key account relationships with organisations and stakeholders</li> </ol>
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To manage the effective operation and development of the EMD Academy including: <ul style="list-style-type: none"> <li>○ Managing the agreed sales process, the achievement of sales targets and production of reports</li> <li>○ Leading the development and improvement of new and existing products and services</li> <li>○ Leading on the development and implementation of the Academy Strategy and Action Plan</li> <li>○ Chairing relevant working groups</li> <li>○ Managing all aspects of the Academy budget and finances including forecasting and reporting</li> <li>○ Course planning</li> </ul> </li> <li>• Managing the efficiency of the Academy, consistently reviewing process and practice and innovating to minimise costs and maximise revenue</li> <li>• To drive the delivery of the promotion and marketing plan for the Academy to maximise sales along with creating communications / copy as required</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To be responsible for all relevant Quality Assurance standards, strategy and processes including:<ul style="list-style-type: none"><li>○ Chairing the Lead Internal Quality Assurance Group</li><li>○ Managing the relationship with Awarding Organisations and External Quality Assurers</li></ul></li><li>• To play an active role within the Operational Management Team and support the Strategic Management team as required</li><li>• To manage the work programmes of relevant staff to ensure optimum productivity and impact on KPIs.</li><li>• To be the direct line manager for relevant staff including:<ul style="list-style-type: none"><li>○ Training &amp; development</li><li>○ Holiday / sickness reporting</li><li>○ Regular one to one support</li><li>○ Appraisal process</li></ul></li><li>• To manage agreed sections of websites – including quality control, data/copy upload and social media activity</li><li>• To attend appropriate meetings, events and networking opportunities to raise Academy brand profile, along with creating new business opportunities and partnerships</li><li>• To support the organisation's events programme and any relevant projects as required</li><li>• To assist the Chief Operating Officer / Chief Executive Officer / Heads of Department and other managers as required</li><li>• Any other relevant task commensurate with the level of the role and as requested by your line manager or Chief Executive.</li></ul> |
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## EMD UK Academy Manager Person Specification

### Qualifications, experience, knowledge, skills & attributes needed for the role

	Essential	Desirable
Educated to degree level in a relevant subject		✓
Educated to at least Level 3 (A Level or equivalent)	✓	
Experience of working at a management level in the sports, physical activity, education or dance sectors		✓
Experience of working for a training organisation in an administrative or management capacity	✓	
Experience of managing staff or volunteers and understanding how to get the best out of team members		✓
Experience of project, programme & budget management	✓	
Experience of managing professional stakeholder relationships at a strategic level	✓	
Experience of working in a sales environment and delivering challenging sales targets	✓	
Understanding of training and education in the sports, physical activity and dance sectors and the key partners in each sector	✓	
Understanding of Quality Assurance processes in relation to training provision	✓	
Understanding of business development principles and practice	✓	
Excellent communication and interpersonal skills	✓	
Excellent organisational and time management skills	✓	
Ability to meet deadlines and work under pressure	✓	
Ability to lead and work as part of a team	✓	
Ability to be flexible, adaptable and follow procedure	✓	
Ability to make decisions and use initiative	✓	
Ability and willingness to travel throughout the UK and to work evenings and weekends as required	✓	
Competent in the use of basic IT systems, website admin & social media	✓	

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.**