

## **Job Description**

**Job Title:** Lancashire Forum Manager

**Responsible to:** The Chair of the Lancashire WBL Executive Forum (LWBLEF)

## **Main purpose of job**

Support the Forum Board in the setting and management of the strategic business priorities of the LWBLEF and manage all aspects of the LWBLEF against business plans, objectives and budgets as agreed through the Board of Directors.

## **Main Duties**

### **Company Business:**

- Work with the Board to set strategic direction and annual Business Plan objectives.
- Work with the Treasurer to set the annual budget and manage the LWBLEF finances in accordance with budget and in a timely manner to minimise risk.
- Act as Company Secretary for LWBLEF.
- Ensure the LWBLEF Constitution is adhered too and reviewed annually.
- Arrange and facilitate the Annual General meeting and monthly Board meetings in accordance with Board and constitution requirements and ensure the meetings are appropriately supported.
- Effectively line manage LWBLEF members of staff.

### **Forum Business:**

- Arrange effective, central network meetings for the Executive group of members and sub groups ensuring content is aligned to business plan objectives and members' needs.
- Contribute to the review of membership fees and collect fees in a timely manner.
- Support member organisations, via communication channels, meetings, events, access to resources and projects that enable them to grow Apprenticeship and other WBL provision deliver a high quality programmes.

- Link with other provider networks through the Northern Skills Network (NSN) to ensure best practice is shared and regional objectives and opportunities are communicated to members.
- Effectively promote the Forum as an established, responsive single point of contact, supporting members in all aspects of business and particularly promote the Forum's services through the website
- Explore funding opportunities for the benefit of the Forum / members and bid as appropriate in agreement with the Board.
- Identify collaborative partnerships for the benefit of LWBLEF and its members and assist in the production of collaborative bids.
- Manage any secured funded contracts / allocations ensuring compliance with contractual requirements and performance against targets is achieved to the benefit of the LWBLEF.
- Liaise with key stakeholders for example, ESFA, AELP, Careers and Enterprise Company, Local Authorities and the Local Enterprise partnership to identify collaborative working.
- Ensure LWBLEF activity is compliant with relevant legislation.
- The Forum manager will be expected to work flexibly within the role. It is expected for the Forum manager to carry out activities for which they are competent. Additionally, the Forum manager will also be expected to carry out additional duties upon request from the Forum Board.