



## Head of Training & Qualifications

Position: Permanent

Hours: 21 per week (Some Saturday working may be required with time off in lieu given)

Salary: Please contact CEO – contact details given below.

The Institute is a leading provider of education and training in legal finance and management. This is a new position: the successful applicant will be a key member of the senior management team and will report directly to the CEO.

### Principal responsibilities

- **Oversee the Institute’s Training & Qualifications (T&Q) to ensure consistently high standards. To take action on issues arising involving CEO as necessary.**
  - Ensure the Institute’s training standards, methods of delivery and materials are relevant and attractive to its target audience.
  - To engage with and assist Members via *ILFMConnect*, the Institute’s forum. To assist with uploading content to *ILFMAnswers*, the Institute’s knowledgebase, ensuring content remains up-to-date and relevant. To assist with ensuring ILFM website content is relevant and technical content up-to-date.
  - Prepare and chair T&Q Committee meetings and prepare a T&Q summary report for Executive Council meetings.
  - Attend at the Institute’s annual awards lunch and annual conference.
  - Update T&Q material as required or ensure and oversee relevant updates are carried out by tutors and trainers. Suggest improvements and amendments where needed.
  - Contribute topical T&Q articles for Blogs and *Legal Abacus*, the Institute’s magazine.
  - Develop, recommend, implement and manage training projects. Ensuring that all stages are authorised by the CEO prior to commitment, including meeting with suppliers.
  - Ensure we always offer excellent value and service to our members and students, and encourage students to progress and achieve with the ILFM.
- **Oversee our T&Q Team, including Contractors, to ensure consistently high standards. To take action on issues arising involving CEO as necessary.**
  - Ensure all Trainers and Tutors acting as Independent Contractors are covered under a relevant Contract for Services, as agreed with CEO.
  - Maintain regular contact with all tutors and trainers; build a close relationship and ensure they feel valued as key members of the ILFM team. Organise and co-ordinate an annual meeting of tutors and trainers.
  - Assist the CEO to perform regular quality checks against qualification courses and training, including the review of all course and training feedback to ensure that standards are met and that trends are identified.

- To assist the CEO, Office Team and Members with Member Queries and as an in-house technical expert.
- Supervise the quality, content and presentation of all training materials; and manage the implementation of any new courses or training sessions.
- **Oversee the ILFM Professional Qualifications & Examination process:**
  - Ensure all correspondence course material is consistent with the Institute's brand, relevant to students and employers and are consistent with the assessment and examination process.
  - Assist with the delivery of examination preparation days if necessary.
  - Attend biannual Examination Board meetings, and assist implementation of suggestions as agreed by CEO.
  - Assist Training & Qualifications Manager in examination process including collaboration with the Independent Moderator, ensuring at all times the credibility of the process and our professional qualifications.
- **Oversee the ILFM Training programme.**
  - Keep fully up-to-date with developments affecting ILFM Training topics; and ensuring all training material is consistent with the Institute's brand, relevant to students, employers and regulators.
  - Ensure the promotion of training is done in a timely and appropriate way, in conjunction with the Training & Qualifications Manager and/or CEO.
  - Devise and implement new and innovative methods to deliver training.

## **Requirements**

- A relevant accounting qualification or relevant experience.
- Experience in professional Education/Training.
- Significant experience in legal finance. This will include a thorough knowledge of the SRA Accounts Rules 2019, VAT, the role and responsibilities of the COFA etc

## **Applicants should be able to demonstrate:**

- Ability to work as a team – to be caring and considerate to other team members and help to ensure a positive and productive working environment.
- Ability to work independently and self-motivated.
- A passion for continued professional development – eager to continually learn and expand knowledge in different subjects.
- Project management skills.
- Excellent skills in communicating, influencing, building & managing relationships and working in partnerships - both internally and externally.
- Responsiveness to training needs and creativity in solving training problems.
- Confidence in delivering content in an engaging way.

**Please send in your CV together with a covering letter to Tim Kidd, Chief Executive, ILFM [tim@ilfm.org.uk](mailto:tim@ilfm.org.uk) or email him for more information about the role.**