

Job description: Professional Development Executive



Salary: Up to £32,000 package
Location: Home-based working virtually, living in England
Job type: Permanent [after probationary period of 6 months]

Reporting initially to the Operations Director, this role is about developing and delivering SDN events and CPD. The focus will be on developing and enhancing SDN's CPD offer, especially events and resources. This role would suit an individual with at least three to five years' experience in relevant roles, such as teaching, training, and CPD development, particularly online.

Main duties and responsibilities

You will undertake the following:

- researching and understanding SDN's current and potential customer base to understand their CPD requirements
- work with the whole team to identify commercial opportunities
- work with staff, associates, partners, and customers to develop and test CPD content
- deliver online and face-to-face events, and CPD resources
- support the Events Manager with the planning, set-up and co-ordination of the end-to-end events process from research through design and delivery, to evaluation.
- where possible, directly contribute to SDN's customer-facing and fee-earning activities, and proactively, contribute to the growth and success of the business

We are looking for someone who has a strong track record in these areas.

You will enjoy an operating business culture of creative problems-solving as part of the general marketing effort and in contributing to client projects and contracts. SDN is a small agile private sector company that works on a personal achievement culture where individuals and teams collaborate to meet a high level of performance.

Benefits include working from home, and 25 days paid annual leave plus statutory holidays. Service loyalty and performance will qualify for entry to the company employee share scheme.

Your wider contribution to SDN

SDN's event programme has been successful and we are looking to expand its scope and scale, and so we are growing the team, especially its content development capacity. The Events Manager is about to start maternity leave (estimated from August 2022). During that time this role, working closely with the Operations Co-ordinator, will co-manage the current events programme. In early-mid 2023, when the Events Manager returns to work, the focus will then be on the growth and development of the programme

SDN is and has always been a virtual organisation with all staff working from home. Our culture is based on trust and flexibility, with a strong and long-term commitment to employees and their families health and welfare. Staff will have freedom to operate and innovate with SDN's overall strategic framework and goals.

We want all team members to:

- Where possible, directly contribute to SDN's customer-facing and fee-earning activities, and proactively, contribute to the growth and success of the business
- Demonstrate commitment to your own continued professional learning and development, including pursuing relevant qualifications and accreditation
- Work in a collegiate and supportive manner with all the SDN core team and associates
- Identify process improvements and ideas that improve SDN's working environment and productivity.

Attribute	Description	Essential / Desirable
Experience	Design of online and face-to-face CPD events	Essential
Experience	Design and creation of written CPD materials	Essential
Experience	Delivery of online and face-to-face CPD events	Essential
Experience	Project and operational process management	Essential
Skills	Information and communication technologies, in particular Microsoft Office, Teams, and Zoom to a high standard.	Essential
Skills	Team working and communications especially in a distributed and virtual environment	Essential
Skills	Managing and participating in online meetings and events	Desirable
Skills	Experience and knowledge of a CRM like Hubspot	Desirable
Behaviours	Flexible, collaborative, commercial approach appropriate to working in a small, agile team	Essential
Behaviours	Crisp and clear written communication	Essential
Knowledge	The learning and skills system in England, preferably including the apprenticeship and technical education system	Essential
Knowledge	Current best practice in online events and CPD design and delivery	Desirable
Qualification	Relevant apprenticeship, degree or professional qualification	Desirable
Qualification	Evidence of continuous professional development	Desirable

Applications will only be accepted from UK nationals resident in the UK.