

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	
Core Job Role:	
Job Title:	Commercial Manager
Reports to:	Deputy Head of Department
Grade	E
Date of compilation:	03/03/20

CORE RESPONSIBILITIES:

1. To be responsible for the TFD commercial budget (Spotlight nights, student shop, curriculum events, short courses, room hire, commercial ventures off site).
2. Implement additional commercial activities, if required, to ensure the commercial budget is achieved.
3. To ensure all commercial activities add value to the curriculum students and make a 50% GP where possible: by controlling the budget, stock management and innovative planning of all events.
4. To provide a safe and healthy environment for all apprentices and students to learn. Complying with all legal documentation to remain audit compliant and maintain the grade 5 Food Hygiene rating.
5. To communicate effectively and build strong working relationships with the curriculum tutors and course leaders; enabling students to be at the forefront of all events, adding value to their curriculum.
6. To be able to participate / lead in events, when required.
7. Engage with stakeholders, developing relationships to promote the college. Working with local chefs to add value to curriculum sessions and events.
8. Network with local employers / suppliers, developing relationships to support the commercial budget.
9. Promote the commercial offer via social media, word of mouth, advertising etc. to grow the planned income target.

10. Innovative short course design to support the department's budget. With the ability to deliver some of the short courses.
11. Have an excellent understanding of ingredients to be able to utilise any excess to convert into a profitable opportunity. A chef background is essential.
12. To provide support to local charities, maintaining the department's social responsibility.
13. To meet the college 'I'm in green' agenda by planning all activities around recycling and sustainability.
14. Support the completion of the department Self-Assessment Review, analysing the success of the commercial activity.
15. Any other duties commensurate within the department, which may be required from time to time.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Commercial Manager
Department	TDF

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	QA2. Relevant level 2 (minimum) vocational qualification in catering.	A / I / C
E	QA3. English and Maths at Level 2 or above and/or a willingness to improve in both disciplines to level 2 or above.	A / I / C
E	QA4. Relevant up to date subject knowledge of working in the Further Education or school sector.	A / I / C
D	QA5. Holds an assessors qualification	A / I / C
D	QA1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / I / C
D	Q5. Holds an IQA qualification	A / I / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working to a budget and achieving GP targets.	A / I
E	EK2. Experience of working in an educational environment.	A / I

E	EK3. Experience of planning and running events.	A / I
E	EK4. Strong catering background (chef) with the ability to cook to a high standard.	A / I
D	EK5. Knowledge and experience of supporting vulnerable students.	A / I
E	EK6. Proven commitment to continuous professional development.	A / I / C
E	EK7. Experience of using social media to promote events.	A / I
E	EK8. Experience of creating and maintaining professional relationships with colleagues and tutors.	A / I
E	EK9. Experience of creating and maintaining professional relationships with employers.	A / I
E	EK10. Experience of being solution focused. Adjusting plans to ensure targets are met or overachieved.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to develop and deliver strategies to improve and grow the commercial aspect of the department.	A / I
E	SC2. Full understanding and experience of current working practices in a profitable catering role.	A / I
E	SC3. Able to prepare and deliver meaningful, professional sessions in a range of short courses to fee paying candidates.	A / I
E	SC4. Able to work without close supervision and resolve own work problems using own initiative.	A / I
E	SC5. Exceptional verbal and written communication along with excellent interpersonal skills to support cohesive partnership work between the curriculum and commercial teams.	A / I
E	SC6. Demonstrate interpersonal skills sufficient to network and develop effective links with external partners.	A / I

D	SC7. IT literate, including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms.	A / I
E	SC8. Familiar with social media, to be able to promote the commercial offers on a range of platforms.	A / I
E	SC9. Able to work within a target driven environment - meeting gross profit margins; identifying and implementing cost saving measures.	A / I
D	SC10. Able to demonstrate an ability to work with a diverse range of students and customers.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I