



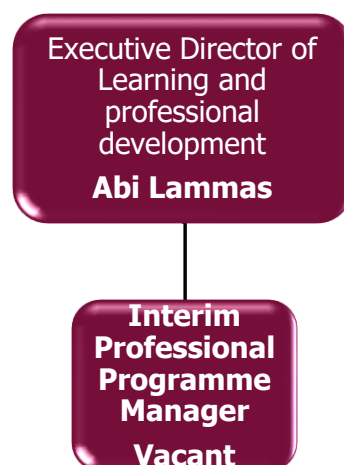
Job description

Job title:	Professional Programme Manager
Reports to:	Executive Director of Learning and Professional Development
Division:	Learning
Grade:	4

Job purpose

- Provide a programme management structure to newly implemented professional development programmes
- Provide the ongoing information, advice and guidance for Chartered Practitioners and their mentors on-programme
- Act as the key 'go-to' resource for anything associated with the Chartered Practitioner programme
- Support the membership and marketing team to further promote the programme

Organisation chart



Key Responsibilities

- Develop the programme management processes and associated systems to deliver CIEH's newly created Chartered Practitioner Programme.
- Take day-to-day responsibility for the overall management of the Chartered Practitioner Programme.
- Provide ongoing Practitioner and Mentor support to ensure a high-quality learning experience.
- Review current programme content making relevant changes where necessary.
- Liaise with the Membership team to ensure continuity and sustainable support is in place for programme handover.

Other duties and responsibilities

1. Carry out any other duties as required from time to time as directed
2. Be aware of and comply with all CIEH policies and guidelines that relate to staff
3. To act responsibly with data held by CIEH that you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to CIEH's Data Compliance Officer.

Contacts – internal / external

Learning aspect of partner network
CIEH staff across the organisation
Chief Examiner
Key accounts
Universities and learning providers
Academics

Person Specification

Qualifications:

- PRINCE2 Foundation or equivalent

Knowledge & Skills:

- Experience of programme management within the education, learning and skills sector
- Current experience of Instructional Design and/or e-learning course design
- Experience of leading and managing projects and ability to work cooperatively with others, both internally and externally

Abilities and Skills

- Ability to cope under pressure and persevere
- Good organisational skills
- Ability to multi-task and prioritise own work being mindful of various deadlines
- Excellent interpersonal skills
- Positive and flexible attitude
- Ability to work independently and as part of a team
- Ability to act on own initiative and consult where appropriate with line manager
- Be innovative and demonstrate an openness to change
- Proficient in MS word and excel

Desirable

- Knowledge of environmental health or similar field

CIEH is an equal opportunities employer

Signature of Manager:		Date:	
Signature of Job Holder:		Date:	