

Project Manager

The Project

In 2002 a group of charities came together to look at developing qualifications in the deafblind field. The first course ran in 2005 with deliveries of the Certificate and the Diploma in Deafblind Studies offered separately in England and Scotland. Originally a face to face course, in 2014 an online version was offered, and this is the current mode of delivery. The course has previously been credit rated by SQA on the SCQF, by the University of Birmingham and the Open University on the Higher Education Framework and is currently placed on the OFQUALS framework by FutureQuals.

The current consortium partners are Deafblind Scotland, Sense Scotland and Sense (who provide line management and operational supervision). There have been nine cohorts of students. Around 240 students have entered the course, approximately 190 have left with the year one qualification and 140 of those with the year two qualification which builds on this.

The course has taken students from the home countries, from Africa, India and Australia. Participants are drawn from partner organisations, Local Authorities, other service providers working with deafblind people and some self-fund. With its development supported and encouraged by the Department of Health the programme is now recognised as the 'go to' qualification for those undertaking complex assessments of people who are deafblind under the Care Act in England and the Deafblind Guidance in Wales. The programme has seen significant recent investment by the Health Boards in Northern Ireland and is recognised for certain professional pathways in Scotland.

To be viable the programme needs to attract approximately 26 students for each intake and an intake usually happens every 12 months. When fully operational there are year 1 and year 2 courses running concurrently with typically 40 students active at one time.



Deafblind Studies

www.deafblindstudies.org.uk



Correspondence: 1 Egerton Houses, South Knighton Road, Leicester, LE2 3LR
Telephone / Mobile / Text 07941 531 931 • gerard@deafblindstudies.org.uk

Deafblind Studies is a project jointly managed by the representatives of a consortium of charities. The group of representatives is known as 'The Board of Partners'. The consortium is not a company or legal entity in its own right. The charity registration numbers for the consortium partners are: Deafblind Scotland SC 031167; Sense 289868; Sense Scotland SC022097. Contact information for consortium members can be obtained from the partner websites or from the course director.

The Deafblind Studies Programme

The programme is comprised of two years studied part time and the full programme results in two qualifications, one qualification for each year. Each year has four units with three common strands found in both. The composition is as follows:

Level 4 Diploma Deafblindness for Practitioners

- Understanding Dual Sensory Impairment (20 credits)
- Understanding Communication in relation to Deafblindness (20 credits)
- Understanding Movement, Mobility and Orientation (10 credits)
- Understanding Public Policy (10 credits)

after successful completion participants can exit or go on to study the:

Level 5 Diploma Deafblindness for Advanced Practitioners

- Understanding Assessment and Support of
 - Individuals with Dual Sensory Impairment (20 credits)
 - Communication (20 credits)
 - Movement, Mobility and Orientation (10 credits)
 - Deafblindness: Independent Study Unit (10 credits)

There is scope (and a desire) to increase the range of units and qualifications available and to explore making the learning materials available as accredited prior learning for health and social care qualifications across the UK. The existing content requires regular refreshing.

The programme is held in high regard by past students, by those who have benefited from the learning and by the professionals who have been involved in developing and maintaining the high standards associated with the programme. We are looking for someone who has the technical expertise, the knowledge, personal skills and the excitement to take this project into the future.

Job Description

Purpose

The project manager is responsible for the smooth and successful running of the programme and related developments. This involves attracting, selecting and supporting students through their learning and providing appropriate, up to date learning materials that are delivered via the online portals. The budget, software and associated administration need to reflect efficient use of resources. The quality of the programme requires support, guidance and the involvement of students, assessors, internal and external quality assurers, the Board of Partners (consortium representatives), the manager's supervisor and FutureQuals (the credit rating partner).

Key Responsibilities Overview

In relation to students

- Plan recruitment, selection and intake of each cohort
- Undertake registration and tracking of students with FutureQuals
- Identify and make arrangements for any students requiring 'reasonable adjustments' and additional support
- Induct, support and track all students to enable them to meet deadlines and achieve.
- Manage and adjust individual learning journeys and provide guidance to mentors and sponsoring organisations
- Offer support in relation to assignment planning and writing in accordance with course guidance

In relation to assessors/quality assurers

- Recruit, induct and support assessors to deliver consistent and high-quality assessment of assignments
- Plan and monitor assignment assessment and feedback against agreed timeline
- Collate and report on all assessor performance
- Arrange assessor training and support as necessary

In relation to unit content

- Ensure all Module content (written and video) is uploaded and accessible to all students on the online platform
- Monitor content and ensure updates are planned and achieved
- Gather feedback and make recommendations in relation to unit content: learning platform, unit manuals, task Workbooks, associated resources and assignments
- Identify and make adjustments to learning material for students with additional needs or those from non-UK countries
- The online learning materials, should be fit for purpose and accessible

In relation to administration of the course

The programme is administered using a range of software. Key are:

1. Microsoft Office (particularly WORD as a publishing tool, EXCEL for financial administration and the automation of student data management
2. Web-based: Google G Suite for charitable organisations, Moodle, Vimeo and WordPress. The learning platform and website are externally hosted.

- Maintain learner accounts on Moodle and G Suite
- Be familiar with Vimeo and other forms of graphic and image management
- Ensure Google Drive managed, organised and up to date with appropriate access permissions set
- Be familiar with emailing set ups and rerouting to enable smooth and efficient communication
- Be familiar with Skype, teleconferencing and alternative ways of remote access
- Maintain the website (currently on WordPress)

In relation to finance

- Prepare a predictive budget for each intake and agree course fees with Board of Partners
- Prepare and submit invoices as agreed to all sponsors
- Support and monitor assessor invoicing and costs
- Monitor and track individual hours and alert supervisor if these are not in line with predicted budget

- Monitor and track cohort budgets on an itemised basis to ensure allocated fixed costs follow students
- Liaise with a partner finance team to ensure budget is up to date and within expectations

In relation to Board of Partners and FutureQuals

- Liaise with FutureQuals in relation to all aspects of the course requirements
- Liaise with Sense Centre colleagues to meet requirements of the assessment agreement
- Liaise with Board of Partners supervisor on a weekly basis to enable tracking and the smooth running of the course
- Prepare agenda and telephone conferencing for bi-annual meeting of Board of Partners
- Liaise with the external quality assurer in relation to quality assurance.

In relation to project development

- Lead on concept development
- Timeline and budget stages of project development – managing these at all stages of development
- Liaise with external consultants, partner employees etc to realise project aims

Hours of work

The volume of work varies from month to month: at any one time more than one cohort can be running concurrently; the volume of work associated with year 2 is less than the volume of work associated with year 1. The average number of working hours is approximately 800 hours per cohort over a two-year period. Working hours can be flexible as can the place of work.

Remuneration

The hourly rate is @ £30 and assumes that the (self-employed) consultant will work from home and will have their own equipment (computer, scanner, printer). Most administration is electronic. The overall budget has components to cover actual additional costs such as travel, postage.

Person Specification

Education / Training

- Whilst a graduate or equivalent qualification holder is preferred applicants will have a minimum of a suitable level five qualification accompanied by relevant experience in the field.
- Holding a recognised teacher, trainer or adult learner qualification is desired; if not the applicant must be willing to complete a suitable qualification to fulfil assessment related roles within one year of post commencement.

Experience of

Essential

- Project development, management and evolution
- Supporting people with complex disability – preferably multi-sensory impairment or deafblindness – in the Social Care, Health or Education sectors
- Developing and delivering training materials which take account of different learning styles and access requirements
- Mentoring / tutoring
- Implementing quality assurance procedures
- Managing budgets
- Leading teams
- Using high level IT skills (see below)

Desired

- Assessing assignments or portfolios up to level 5 in health, education or social care
- Developing lean and adaptable systems to monitor students and tasks
- Using a range of decision making processes appropriately to reach desired outcomes: eg consensus, negotiated, directive

Skills and Abilities

Essential

- Good written English
- Good face to face communication
- Managing and monitoring lean/efficient work schedule within budget limitations
- Software
 - Word for publishing ie templates and style sheets, document automation – eg book marking, indexing, content repetition, document linking etc
 - Excel
 - Content design, management and development for simple websites / blog
 - Foundational understanding of web technologies including HTML, PHP, MySQL and the ability to work with these
 - Task automation

Desired

- Software
 - Moodle
 - FTP
 - Google G Suite
 - Virtual meeting and conferencing
- Sub-titling videos
- Proof reading and copywriting

I'm interested... what do I need to do?

If you need further information about the programme please contact the current Project Manager, Gerard Swan. His contact information is on the front sheet of this application pack.

His availability is:

- Tuesday from 8.00 – 14.00
- Wednesday afternoon from 13.00 – 16.00
- Thursday 9.00 – 12.00 (by appointment).

Please make an appointment if you wish to discuss the programme.

To apply you need to:

Send us by email (to the current Project Manager – Gerard Swan):

1. An application
 - a. in Microsoft WORD format
 - b. The text of the application should be no longer than 3 pages of Arial 12 with 12pt line spacing between paragraphs. The margins should be an inch or the metric equivalent. Pages should be numbered. It is preferable that you break the text up with headings and that you include a separate contents page on the front page (ie 4 pages in total including the 3 referred to above)
2. A CV (also in Microsoft WORD format)
3. The link to your LinkedIn profile if you have one
4. Examples of websites/blogs or online work
 - a. the contents of which you responsible for
 - b. that demonstrate your skills base
 - c. that you have permission for us to access
5. The names of two referees who can give us information on the broad range of skills required in this person spec

The closing date for applications is 9am on Monday 26 February.

Shortlisting will take place within a week of the deadline.

Interviews will take place during the week beginning Monday 19th March.