# **Head of Education**

Accountable to: Chief Operating Officer

Location: Cardiff or Wrexham (with some flexible home working).

Hybrid working is available, but importantly you may occasionally need to provide urgent information outside office hours. Additional hours can be balanced through the use of TOIL.

Occasional travel throughout Wales as required.

Hours: 35 hours per week (full time).

Salary: P2 i.e. £51,941 - £56,270 per annum.

**Role Overview**

The Head of Education will play a pivotal role in realising our vision of Wales as a community of lifesavers, and ensuring that our training aligns with our mission to enable every community to learn first aid and healthcare skills, and to save lives now and promote wellbeing for current and future generations.

The post holder is responsible for driving excellence in first aid and healthcare education by leading the development, delivery, and governance of national training programmes. The role will ensure that the educational standards reflect the strategic priorities for 2025-2030, particularly focusing on increasing community engagement, promoting inclusion, and maintaining high-quality, clinically sound, evidence-based training.

**Key Duties and Responsibilities**

**Leadership and Alignment**

* + Lead the development and implementation of a national educational strategy aligned with SJAC's 2025-2030 strategy, which prioritises increasing community education and engagement.
  + Ensure all educational programmes reflect SJAC's commitment to building "Communities of Lifesavers" by creating accessible and inclusive learning opportunities for all.
  + Align training programmes with our core values, while promoting diversity in the delivery of educational services.

**Community-Focused Education**

* + Develop innovative educational models to support the strategic focus on community education, ensuring that training is delivered locally within communities as part of our charitable mission.
  + Expand educational outreach by developing targeted programmes for CPR, Falls Prevention, and Mental Health First Aid to engage a wide range of communities and age groups.
  + Collaborate with the Children and Young People team to develop youth and volunteer training programmes, ensuring that young people are prepared for future careers in healthcare.

**Quality Assurance and Compliance**

* + Establish and maintain a robust quality assurance framework for all training activity, ensuring they meet national regulatory requirements and maintain high educational standards.
  + Oversee the accreditation process for SJAC training programmes, working towards gaining external certifications that recognise the charity's commitment to high-quality first aid education.
  + Conduct regular audits and evaluations of training materials and delivery methods, ensuring compliance with regulatory bodies such as the Health and Safety Executive and the Resuscitation Council UK.

**Leadership and People Development**

* + Provide visionary leadership to a national team of educators, including volunteer County and Regional Training Managers, ensuring they are aligned with our educational goals.
  + Foster a culture of continuous professional development within the training team, offering mentorship, guidance, and support to promote leadership at all levels.
  + Build capacity within the organisation to deliver high-quality training, developing and retaining top talent, particularly in the areas of youth education and community outreach.

**Stakeholder Engagement and Partnerships**

* + Act as the senior educational representative for SJAC, engaging with key stakeholders including local authorities, healthcare providers, schools, and partner organisations.
  + Strengthen relationships with regulatory and accrediting bodies to ensure the organisation remains at the forefront of first aid and healthcare education standards.
  + Work collaboratively with external partners to expand our community education reach, particularly in underserved and rural communities across Wales.

**Governance and Reporting**

* + Report regularly to the Chief Operating Officer on the performance of educational programmes, highlighting key achievements, risks, and opportunities.
  + Develop and implement risk management frameworks related to training, ensuring that the organisation’s educational programmes are delivered safely and effectively.
  + Ensure that all training-related policies and procedures comply with organisational policy on health and safety, safeguarding, and data protection regulations, promoting a culture of accountability and integrity.

**Innovation and Continuous Improvement**

* + Lead on the creation and implementation of innovative training solutions, including e-learning, blended learning, and experiential learning platforms, to enhance the accessibility and effectiveness of first aid education.
  + Evaluate new technologies and methodologies to improve training delivery and learner engagement, ensuring that SJAC remains a leader in first aid education.
  + Foster a collaborative and innovative environment where St John people are encouraged to contribute ideas for improving training outcomes and community impact.

**Budget Management and Resource Allocation**

* + Ensuring effective allocation of resources to meet strategic goals and deliver cost-effective training programmes.
  + Lead the creation of business cases for new educational initiatives and projects, ensuring that the organisation’s training programmes are financially sustainable and aligned with SJAC’s broader strategic objectives.

**Other**

* Embody and exemplify the charity’s values at all times and hold others to account for the same.
* Demonstrate a commitment to inclusion and welcoming diversity, championing equality of treatment and opportunity.
* Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance Cymru. It is expected that the post holder will be as positive and flexible as possible in this regard.

**Person Specification**

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined above) and forms the basis for selection.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications and Experience |  |  |  |
| Educated to degree level (or equivalent), or equivalent relevant experience in education, healthcare, or a related field | A black background with a black square  Description automatically generated with medium confidence |  | Application form |
| Recognised senior leadership / management qualification (e.g., ILM Level 7 or equivalent) | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form |
| Relevant qualification in training, teaching or assessing | A black background with a black square  Description automatically generated with medium confidence |  | Application form |
| Experience of leading a large, geographically dispersed team |  | A black background with a black square  Description automatically generated with medium confidence | Application form |
| Experience of leading the development and delivery of a significant programme of health care / first aid / education across various learner groups | A black background with a black square  Description automatically generated with medium confidence |  | Application form |
| Current Enhanced DBS Certificate | A black background with a black square  Description automatically generated with medium confidence |  | If you don't already hold this we will arrange it free of charge |
| Skills, knowledge and abilities | | | |
| Comprehensive knowledge of education and training requirements within a regulated environment | A black background with a black square  Description automatically generated with medium confidence |  | Interview |
| Excellent interpersonal skills with the ability to communicate effectively with people at all levels | A black background with a black square  Description automatically generated with medium confidence |  | Interview |
| Ability to influence people at all levels, internally and externally | A black background with a black square  Description automatically generated with medium confidence |  | Interview |
| Strong leadership, project management, and organisational skills | A black background with a black square  Description automatically generated with medium confidence |  | Interview |
| Absolute commitment to role modelling our St John Ambulance Cymru values and helping others do the same | A black background with a black square  Description automatically generated with medium confidence |  | Interview |
| Ability to communicate in Welsh |  | A black background with a black square  Description automatically generated with medium confidence | Application form |
| Ability to work outside normal working hours when necessary | A black background with a black square  Description automatically generated with medium confidence |  | Interview |