

# Lifelong Learning and Professional Development Manager

## Job Description

### The Role

<b>Job title:</b>	Lifelong Learning and Professional Development Manager
<b>Department:</b>	Transformation Directorate
<b>Responsible to:</b>	Transformation Director
<b>Location:</b>	Royal Agricultural University, Alliston Centre, Cirencester
<b>Salary:</b>	Grade 6 £30,378 - £35,608 pa
<b>Term:</b>	Full-time
<b>Relationships with:</b>	Internal: Transformation team, Campus Experience Directorate; Estates and IT Services Directorate; Deans and Academics; Finance; Marketing and Communications; Innovation and Learning Directorate. External: Partner Organisations, employers and industry stakeholders. Course deliverers and trainers, delegates and Alumni.

### Purpose

The Lifelong Learning and Professional Development Manager will lead the planning, coordination and delivery of the Royal Agricultural University's lifelong learning, professional development and CPD programmes. The role will support the Transformation Directorate in developing and implementing the Transformation Strategy, expanding the University's professional learning portfolio, and ensuring programmes are delivered to a high standard, achieve income targets and provide an excellent participant experience.

The role will also support the development and delivery of international short-term student visit programmes at the RAU in collaboration with the Strategic Project Manager, Director of Commercial Innovation, academic colleagues and external partners. In addition, the postholder will support the coordination and delivery of Alliston Centre activities, large-scale research and stakeholder engagement events across the University.

## Key Responsibilities

- Lead the planning, coordination and operational delivery of lifelong learning, professional development and CPD programmes, ensuring a high-quality participant experience.
- Coordinate programme schedules, logistics, communications and resources to ensure programmes and events are delivered effectively and efficiently.
- Support the delivery of international short-term student visit programmes in collaboration with the Strategic Project Manager, Director of Commercial Innovation, academic colleagues and external partners.
- Support the planning and delivery of Alliston Centre activities, innovation initiatives and large-scale research or stakeholder engagement events.
- Act as a key liaison between academic departments, professional services teams, industry partners and external stakeholders to support successful programme and event delivery.
- Build and maintain strong working relationships with employers, speakers, trainers, collaborators and partner organisations.
- Coordinate internal and external contributors and support high standards of programme delivery and participant engagement.
- Gather and analyse participant feedback and evaluation data to support continuous improvement, programme development and quality assurance processes.
- Lead and support the development and growth of the University's lifelong learning and professional development portfolio through stakeholder engagement, market insight and research.
- Contribute to the development of new professional learning, CPD and international engagement opportunities.
- Identify opportunities to promote and cross-refer wider RAU programmes, services and partnerships.
- Support the day-to-day financial management and administration of programmes and projects, ensuring activities are delivered within agreed budgets and income targets.
- Maintain accurate programme records, operational documentation and reporting processes.
- Ensure appropriate risk assessments, health and safety procedures and contingency planning are in place for programme and event activity.
- Represent the University professionally at internal and external meetings, events and networking activities.
- Undertake other duties as reasonably required across the Directorate.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured by: Application (A), Interview (I)</b>
<b>Qualifications:</b>		
Project Management qualification and/or equivalent experience	D	A, I
<b>Knowledge, Experience and Skills:</b>		
Experience coordinating or delivering lifelong learning, professional development, CPD, training or events programmes	E	A, I
Strong organisational, planning and project coordination skills with the ability to manage multiple priorities and stakeholders	E	A, I
Experience of working collaboratively across internal teams and with external partners and stakeholders	E	A, I
Excellent communication and relationship management skills	E	A, I
Experience of supporting programme delivery, administration and operational processes to a high standard	E	A, I

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured by: Application (A), Interview (I)</b>
Experience of managing budgets, financial processes or resource planning	E	A, I
Understanding of customer service and delivering a high-quality participant experience	E	A, I
Experience of supporting programme development, stakeholder engagement or external partnerships	E	A, I
Strong digital and administrative skills including Microsoft Office, social media platforms and the ability to learn new systems	E	A
Knowledge or experience of the higher education, professional learning or land-based sectors	D	A, I
Experience supporting events, international programmes or external engagement activities	D	A, I

## Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Informal enquiries can be made to Teresa North, Transformation Director ([Teresa.North@rau.ac.uk](mailto:Teresa.North@rau.ac.uk))
- **Closing date:** 30 June 2026 with **Interviews on:** 13 July 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to [Human.Resources@rau.ac.uk](mailto:Human.Resources@rau.ac.uk) so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.
- Please note that successful candidates will normally be appointed at the minimum point of the salary scale and may progress through the range over time. Appointment above the minimum point will only be considered where a candidate can demonstrate exceptional skills, qualifications, or experience directly relevant to the role.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**