 

Job Description

|  |  |
| --- | --- |
| **Details:** | |
| Job Title: | Business Development Chef |
| Reporting to: | Director of Curriculum |
| Salary: | £15,000 per annum |
| Location/Hours: | Macclesfield College, Cheshire  0.5 FTE (18.5 hours weekly - Initially Fixed term 1 year) |
| Disclosure Barring Check Level | Enhanced Disclosure Barring Checks – children and adults |
| Pension Scheme | Teachers’ Pension Scheme |
| Job Purpose and responsibilities | |
| This is an exciting opportunity to be part of the re-launch of the hospitality and catering department at Macclesfield College and to ultimately create a ‘centre of excellence’ which will be recognised both locally and ultimately nationally. We want the successful candidate to have recent industrial and commercial experience in the sector and to be the driving force in setting up our new ‘Chefs’ Whites Academy’  We are setting up an exciting new blend of a full-time hospitality and catering offer that will lead to a guaranteed apprenticeship at high quality businesses within this occupational area. Your role will be to work to commercial targets and to support the marketing and school liaison teams to ensure that we have the right learners in place for this remarkable new opportunity. You will also need to work with local businesses to ensure that all our learners have relevant industry skills and are work ready after their curriculum completion. This job will be for one year in the first instance but it is expected that the successful candidate will grow the provision to secure the future of the department.  We expect the successful candidate to be well established within their industry and to be able to bring a wealth of connections to help establish a prestigious curriculum area as well as a successful commercial enterprise. Although it is not necessary to be a qualified teacher an understanding of the most appropriate hospitality and catering qualifications to offer when the department is re-launched is important. A key component of the role will to be go out and sell the provision to potential students and apprentices within the region. Ultimately, we are looking for someone with a passion for food cooking and hospitality who can pass this passion on to young people to create the next generate of top chefs and hospitality specialists. | |
| **Key Accountabilities** | | |
| 1. To understand the occupational landscape within the hospitality and catering industry and to source high quality students, through a wide range of marketing activities, to provide the next generation of employees within this industry. 2. To develop links with a range of high-profile stakeholders within the industry and to work closely with the Director of Employer Enterprise and Commercial Services to ensure that learners progress to high quality and relevant apprenticeships. 3. To develop the profile of the department, locally and nationally to create a ‘centre of excellence’ for hospitality and catering within Macclesfield College. 4. To lead the relaunch of ‘Chefs’ Whites Academy’ by developing both an appropriate curriculum offer and links with high-end employers. 5. To run competitive competitions and high profile engagement strategies within the area for local schools and ensure maximum coverage of this by sourcing well-known patrons within the industry to support the promotion of the department. 6. To work to commercial targets and run a commercially profitable restaurant. 7. To develop a range of accredited and non-accredited courses to run the following academic year and to ensure that the curriculum is relevant to the needs of a rapidly developing industry. 8. To oversee the smooth running of a ‘teach-out’ year for any remaining students, ensuring a continuation of high quality achievements for all learners 9. To source learners to grow the department to ensure commercial viability and to develop the most appropriate courses for the cohort of learners. | | |
| 1. To adhere to the college quality procedures | | |
| 1. To liaise with Examinations Officer to ensure all students are registered and entered for the appropriate qualification | | |
| 1. To be prepared to work as part of a team where and attend necessary team meetings. | | |
| 1. To participate in staff development activities where they are available. | | |
| 1. To fulfil the Safeguarding, Health and Safety, Equal Opportunity and Inclusion responsibilities required of all employees and to cooperate with the College | | |
| 1. To carry out any duties reasonably expected by the Line Manager | | |
|  | | |

Person Specification

 

|  |  |  |  |
| --- | --- | --- | --- |
| **Details:** | | | |
| Job Title | Business Development Chef (0.5 post initially fixed term) | | |
| Department | Director of Curriculum | | |
| **Qualifications** | | **D**esirable / **E**ssential | Assessment methods |
| To have recent industrial experience in a high end hospitality or catering setting | | E | AF/QA |
| To have experience of working in a commercial environment and to understand the importance of generating a financial surplus | | E | AF/I |
| To have the interpersonal skills and professional connections to build a high quality hospitality and catering department within the college | | E | AF/I |
| Level 2 qualifications in English, Mathematics and ITQ or a willingness to work towards the qualifications in a timely manner | | E | AF/QA |
| To be able to liaise effectively with local schools and businesses to grow the department and secure prestigious apprenticeships for learners to progress on to | | E | AF/I |
| To have an understanding of funding streams, particularly the Adult Education Budget and the importance of developing a curriculum to meet the college’s financial allocations | | D | AF/I |
| IQA qualified or equivalent | | D | AF/QA |
| Although it is not necessary to be a qualified teacher an understanding of the education sector is desirable | | D | AF/QA |

|  |  |  |
| --- | --- | --- |
| **Characteristics** | Desirable / Essential | **Assessment Methods** |
| To ability to work to commercial targets and to liaise effectively with key stakeholders | E | AF/I |
| Excellent team working skills and ability to work under pressure | E | AF/I |
| Excellent communication and interpersonal skills and the ability to relate well to staff and students at all levels | E | AF/I |
| Well organised and possess effective time management skills | E | AF/I |
| Ability to work flexibly to meet needs of individual students | E | AF/I |
| Excellent interpersonal skills | E | AF/I |
| Able to demonstrate evidence of a good level of equality & diversity, health & safety awareness, and the ability to apply safe working practices | E | AF/I |

|  |  |  |
| --- | --- | --- |
| **Experience and Knowledge** | **D**esirable / **E**ssential | Assessment Methods  **(AF/QA/I/T)** |
| To demonstrate an understanding of the hospitality and catering industry | E | AF/I |
| Have a proven track record within the hospitality and catering sector | E | AF/I |
| Have experience of working to commercial targets | E | AF/I |
| Demonstrable evidence of continuous professional development | E | AF/I/QA |
| Demonstrable evidence of and a commitment to the Safeguarding of Learners | E | AF/I |

AF = Application Form

QA = Qualification Audit

I = Interview

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General duties applicable to all staff employed at the College:  All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Staff must understand and be committed to the College’s Health and Safety Policy statement and the College’s safety priorities and be aware of his/her contribution to such priorities. All staff are also required to be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.   |  |  |  | | --- | --- | --- | | Duty | | Description | | A | College policies | To undertake all duties and responsibilities in accordance with College policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person | | B | Training & professional development | To take full responsibility for your personal professional development and training | | C | Performance appraisal | To participate in the College Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the College and Departmental Strategic Plans | | D | Flexibility | To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other College campus or premises | | E | Probationary period | Probationary period 40 weeks. | | *It is the practice of the College to periodically examine employees’ job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager with HR and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the College’s aim to reach agreement on reasonable changes, but if agreement is not possible the College reserves the right to insist on changes to your job description after consultation with you.* | | |   Signed Date  Post Holder  Signed Date  Line Manager |