

# Candidate Brief

## Deputy Principal - Adult & Provost UCEN Manchester

### The Manchester College & UCEN Manchester

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**D O D D P A R T N E R S**

— BOARD & EXECUTIVE SEARCH —

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## LTE Group

LTE Group was created in 2016 and is the first integrated education and skills group of its kind: the largest social enterprise in the country dedicated to learning, training and employment. LTE Group was created in response to the changing landscape of the education sector, to better respond to the skills requirements and economic needs of our communities. Through LTE Group, we are able to support and shape the development of how education and skills are delivered at a local, regional and national level through our family of five education and training providers: The Manchester College, UCEN Manchester, Novus, Total People and MOL- all working together to help communities gain skills that will grow their earning potential.

The LTE Group mission is *Creating better futures together through learning, skills and work*, delivering further education, higher education, apprenticeships, professional development and working in prisons to help offenders turn their lives around through training and education. The Business Units are supported by



teams within Group Professional Services for example IT and HR. Our colleagues work together to share their knowledge and expertise. This means we can maximise the number of lives we are able to improve. The transfer of specialist knowledge, facilitated by our structure, also makes LTE Group a leading commentator on sector policy and enables expertly curated knowledge-sharing with our stakeholders. Our dedication to helping people become the best version of themselves, helps to build a stronger society and better communities every day.

## The Manchester College

The Manchester College (TMC) is one of the largest general further education colleges in the UK and the number one provider of 16-19 and adult education in Greater Manchester. With c.13,000 students each year (split almost equally between 16-18 year olds and adult students), the College is rated 'Good' by Ofsted across all areas and 'Strong' for its contribution to skills.

Our staff are passionate about students, working tirelessly to create opportunities and remove barriers. As a result, our students achieve strong outcomes and progress to positive destinations. The College is ranked as the number one college in Greater Manchester for student achievement according to National Achievement Rate tables.



The College is committed to a 'careers not courses' ethos that puts the future employability of all its students at the heart of its strategy. Key to this is developing close connections with industry, ensuring that employers' input into the courses we offer and providing extensive work placement opportunities. The College has a well-designed and high quality technical and vocational offer that aligns closely with the future economic needs of the Greater Manchester area. As an anchor in the city, we

are incredibly proud to be an inclusive and diverse college, representing every part and community within Manchester. At our last inspection, Ofsted found that 'a sense of belonging permeates the College, and students say it feels like home'.

## UCEN Manchester

UCEN Manchester is committed to delivering excellence in creative and technical higher education. Proudly rooted in the north, it is committed to providing the best opportunities and highest skills for around 1,800 students in the Greater Manchester region with its unique higher education and access to higher education offering. Recently granted degree awarding powers and awarded TEF Silver, UCEN delivers first-class higher and degree level skills to meet the priorities of Greater Manchester and the wider region, with a focus on creative and technical education. By forging innovative partnerships, UCEN enables students to be career-ready, so much so that more than 95% of our HE students go on to work or further study within six months of leaving.

## Context

The strategy for the College aims to connect our students to the opportunities that living in one of the fastest growing cities in the world provides. To achieve this, by providing the right skills, support and progression routes, the College must ensure that nobody is left behind, whatever their background or starting point, or locked out of the opportunities that exist to secure a rewarding future and career in Greater Manchester.

At the heart of the College is a strong social mission to promote ambition, aspiration and social mobility within the communities we serve. As a large General Further Education College, delivering over 34,000 qualifications each year, with a significant number of our students coming from not just Manchester but also from neighbouring boroughs in the Greater Manchester Combined Authority, we are ideally placed to deliver the vision of *“Providing exceptional, inclusive education that prepares students for Manchester’s evolving opportunities”*.

UCEN Manchester has a Strategy to 2030 with a new vision statement *“Rooted in the North: Delivering excellence in Creative and Technical Higher Education”* and has a set of strategic aims agreed recently by our Board. *UCEN Manchester has two distinct faculties with different reach and aims.* The Strategic Aim for the Faculty of Creative Arts & Media Industries is to be *“The destination for degree-level creative arts, media and theatre training in the North”*. The Strategic Aim for the Faculty of Higher Technical & Professional Industries is to be *“The provider of choice for higher-level technical skills to meet the needs of Greater Manchester”*.

Key to the successful delivery of the College and UCEN Manchester strategy are our colleagues. We are committed to continuing to develop our culture, doing the right things in the right way. We celebrate and recognise individuals (students and colleagues), teams and success. We collaborate, are compassionate, kind and visible. We have taken action on workload and wellbeing – with a commitment to ‘do with, not to’. We have opened the door to everything – we do deep dives across all our provision and whole college learning walks – talking to thousands of students about their experience. As part of the Principalship team, we need a Deputy Principal who shares this commitment to our culture.

Whilst we have already achieved so much, we believe we can do even more and go even further. To deliver this the College and UCEN Manchester will work together – the role of Deputy Principal will lead the strategy for the College’s adult provision and UCEN Manchester and provide key strategy input and leadership across both organisations as a member of the Principalship team.



# Mission, Visions, Values & Behaviours

## LTE Mission

Creating better futures together through learning, skills and work

## LTE Vision

The Leaders in Empowering People and Places to Thrive

## Visions

**The Manchester College:** *'Providing exceptional, inclusive education that prepares students for Manchester's evolving opportunities'*

**UCEN, Manchester:** *"Rooted in the North: Delivering excellence in Creative and Technical Higher Education"*

**Novus:** *'Leading partner in prison education, skills and employability services to enable better lives'*

**Total People:** *"Empowering individuals to achieve their full potential through exceptional, employer aligned training."*

**MOL:** *'Leaders in professional development, advancing careers through high-quality, flexible learning solutions'*

**Group Professional Services:** *"Empowering Excellence".*

All colleagues who work with LTE Group strive to make it a great place to work and a great organisation that inspires, motivates and delivers for its learners.

Our Values and Behaviours are designed to guide how we work, every day. Every colleague within the group is expected to demonstrate LTE Group's Values and Behaviours.

## LTE Group Values

**One Group** - We work together as one team to achieve LTE goals

**Innovative** - We embrace creative thinking and technology to make a difference

**Ethical** - We do what's right, acting with integrity, letting our values guide decisions.

**Sustainable** - We act today with tomorrow in mind to create a safe and lasting impact.

**Excellence** - We achieve the highest standards, learn from our experience and celebrate success.

## Behaviours

**Aspirational:** able and willing to evolve, achieve potential, adapt to changing environments.

**Respect:** lead by example, embrace diversity, build trust.

**Collaboration:** work together to offer all learners and customers excellent outcomes, build strong working relationships.

For more information about LTE Group, please visit: [www.ltegroup.co.uk](http://www.ltegroup.co.uk)

For more information about The Manchester College, please visit: [www.tmc.ac.uk](http://www.tmc.ac.uk)

For more information about UCEN Manchester please visit: [www.ucenmanchester.ac.uk](http://www.ucenmanchester.ac.uk)

To review the 23-27 Strategic plan for the College, please visit: [www.tmc.ac.uk/m/strategic-plan](http://www.tmc.ac.uk/m/strategic-plan)

# Job Specification

<b>Job Title:</b>	Deputy Principal – Adult & Provost UCEN Manchester
<b>Location:</b>	City Campus Manchester and other sites as required
<b>Report to:</b>	Principal and Deputy Chief Executive

## Purpose

As Deputy Principal and Provost, the post holder will report to and deputise for the Principal and contribute to the development and delivery of the strategy across The Manchester College and UCEN Manchester.

To provide strategic direction and leadership for UCEN Manchester and for the adult curriculum at The Manchester College, whilst ensuring the highest standards of academic delivery and quality.

You will lead the strategy for UCEN Manchester and the College's adult provision. You will work in partnership with the Principalship team, the College/UCEN Manchester leadership team and others in the LTE Group Leadership team to oversee its successful delivery through an operational model that ensures we continue to meet the needs of students, employers, stakeholders and wider communities – always set against our values.

## Key Accountabilities

- Strategic responsibility and accountability for cross-College/UCEN Manchester decision-making and direction, deputising for the Principal within the College, the LTE Group Executive Team and at external meetings/events.
- Accountable to the UCEN Manchester and TMC Divisional Boards for the development and delivery of UCEN Manchester and the College's strategic, business and operational plans, whilst protecting the mission and values and enhancing the reputation of the College.
- Ensure the successful delivery of the UCEN Manchester strategy to 2030, including driving the further development of a creative and higher technical academic portfolio, with pathways aligned to sector need and delivered through flexible modes of study.
- Lead the College's strategy for all adult programmes, working with senior managers to ensure an ambitious curriculum strategy that raises the aspirations of students and meets the skills needs of Manchester and Greater Manchester as outlined in the Local Skills Improvement Plan (LSIP) and the Get GM Working Plan.
- Shape the response to the changing higher education and adult policy and funding environment, assessing implications and leading on appropriate plans/actions.
- Lead and collaborate on specific bids, opportunities and strategies for cross LTE Group working.
- Set high expectations for, and deliver the highest standards to, students; ensuring that each department is sufficiently aspirational and develops an ethos of continuous quality improvement.
- Deliver an innovative colleague engagement and recruitment and retention strategy, working with colleagues across LTE Group to support, develop, attract and retain the best talent to work for the College and UCEN Manchester.
- Ensure approved strategies, policies and procedures are in place to underpin and steer the development of high-quality higher education in line with the Office for Students quality standards and the principles of the Teaching Excellence Framework, embedding a culture of continuous quality and performance improvement across all provision.
- Chair UCEN Manchester's Academic Board, working in partnership with the Senior Director for Academic Standards and Regulatory Compliance to ensure UCEN Manchester's academic standards and processes are strong and fulfil the obligations from the Office for Students (OfS) and other regulators.
- As one of the two deputy principals, working with the Vice Principal Quality, be prepared to act as College Shadow Nominee for Ofsted, leading on preparations for the inspection of the adult provision and ensuring the readiness of all those involved.
- Work in partnership with the TMC and LTE Group Quality teams, ensuring they are kept informed on TMC and UCEN Manchester quality-related matters and that best practice is provided and support is accessed as required.

- Lead the College's Curriculum and Teaching, Achievement and Participation and Development Strategy for adult provision, working with Principalship colleagues where there are interdependencies to ensure strong partnership working is in place, with shared goals and an agreed work plan delivered.
- Be a member of the College's senior Safeguarding/Prevent panel, receiving updates and taking decisions on specific cases as required.
- Act as an ambassador for UCEN Manchester and the College with a wide range of stakeholders from industry, academia and government, forge close working partnerships across the Greater Manchester city region and nationally to align and deliver shared goals and inform policy development.
- Work in partnership with the Senior Director for Academic Standards and Regulatory Compliance.
- Oversee the successful delivery of UCEN Manchester's full Degree Awarding Powers plan and strategically manage the relationships with partner universities.
- Oversee UCEN Manchester's and the College's adult operational plans including financial, resourcing, curriculum, student recruitment and support ensuring high levels of performance.
- In conjunction with colleagues, work on the development of financial and resourcing strategies to ensure that the College's adult and UCEN Manchester provision generates sufficient funding to meet its objectives and be in a position to invest in the future.
- Work with the Vice Principal Resources and the College Divisional Finance Director to lead the College and UCEN Manchester on a sound and prudent basis to ensure financial sustainability across the breadth of provision.
- Identify and deliver strategic opportunities for growth and diversification within the UCEN Manchester academic portfolio, whilst also maintaining effective retention strategies, aligned to the agreed financial plan, and the effective and efficient deployment of resources.
- Work with business partners across the LTE Group Professional Services teams to ensure strong partnership working is in place, with shared goals and an agreed work plan delivered.
- To contribute to and ensure LTE Group's risk management, audit, health and safety, safeguarding and equality policies and regulations are adhered to and considered as part of decision-making.
- Ensure that the College and UCEN Manchester meet its statutory and administrative obligations.
- Organise, direct and manage the College and UCEN Manchester lead staff, providing supportive, inspiring and motivational leadership – aligned to group behaviours and values.

## **Management & Leadership**

- Provide all staff with a cohesive sense of purpose, ensuring a progressive culture is embedded across all levels of the organisation, aligned to our values and behavioural framework.
- Deputise for the Principal in leading the Principalship team where appropriate, to ensure high quality service for all users, driving the changes necessary to achieve the objectives of the TMC and UCEN Manchester Strategic Plan.
- To lead and sustain a coaching culture of curriculum excellence and innovation.
- To lead the concept of 'Leadership of Learning' and the continual development of the skills required by curriculum managers to be true leaders of learning.
- To promote the concept of a learning organisation and identify where internal best practice or external expertise can help to accelerate progress towards our ambition.
- To enthuse, motivate and inspire staff to set the highest performance standards and objectives for themselves in providing the highest standards for students.

## **Financial Accountability**

- Full management of operating budget: £4.5 million to £45 million.
- Approves expenditures: £45,000 - £450,000.
- Directorate revenue accountability: £4.5 million to £45 million.
- KPI Scorecard

# Person Specification

## Qualifications

You will have a bachelor's degree (or equivalent) with a recognised teaching qualification and significant evidence of, and a commitment to, ongoing self-development and training.

## Essential Experience

- Strong and inspirational senior leadership experience in a further and/or higher education-based organisation with the relevant scope and complexity.
- Proven experience of operating strategically at an organisation-wide level.
- Significant experience in a strategic curriculum leadership role.
- Direct experience of HE and FE quality frameworks.
- A proven record of developing and implementing successful quality assurance strategies.
- Detailed understanding of the requirements of funding/regulatory bodies.
- Extensive knowledge and experience of the Government's and a Combined Authority's policy agenda, and a clear understanding of the current and impending issues facing higher and adult education.
- Proven experience of conceiving and delivering strategies.
- Proven experience of taking a strategic perspective and providing a clear vision linked to realistic goals to maximise and embrace new opportunities.
- Demonstrable success in managing, motivating and developing a senior team to improve organisational performance and produce outstanding results, set against a changing educational context.
- Experience of successfully managing a range of key stakeholders from funding bodies, regulators, employers, local and combined authorities and academic organisations, with political insight and sensitivity to protect and enhance the reputation of UCEN Manchester/College and the Group.
- Successful track record of sound financial management with the proven ability to develop financial strategies to deliver efficient provision, sustainable surpluses and identify new funding opportunities in order to invest in colleagues, resources and facilities.
- An ambassador and advocate for inclusive learning with the passion and belief in the role of learning and skills to enable social mobility and deliver economic well-being.
- A clear capacity for problem solving with sound judgement and an incisive approach, to help the College and UCEN Manchester to respond effectively and proactively to changes across the sector.
- Able to bring a highly collaborative approach to the work environment and to work as part of the LTE Group Leadership team.
- Proven track record of management of budgets and resources with an ability to maximise funding streams
- Significant experience of management and accountable for pay and non-pay budgets.

## Skills and Competencies

- Capacity to develop strategic and operational plans to achieve organisational objectives in a clear and concise fashion.
- Able to provide direction and leadership in a way that inspires confidence in and commitment from others.
- Strong negotiating and influencing skills and the ability to convince through personal credibility.
- Excellent communication skills, with the ability to engage effectively with students, teachers and other employees at all levels and communicate complex issues in clear language, to a range of audiences.
- Strong ambassadorial skills, with excellent interpersonal, communication and presentation skills.
- Robust judgement and the ability to seek and challenge information to reach and take decisions.
- Strong operational management skills with the financial acumen to control sizeable resources and to scrutinise finances, ensuring transparency and appropriate use of public money.
- Managerial skills - ability to delegate work, set clear direction and manage workflow. Strong mentoring and coaching skills. Ability to train and develop the skills of others. Ability to foster teamwork among team members.

## General

- To actively contribute to the College's commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults.
- To actively contribute to the principles of Equality and Diversity within the College and UCEN Manchester.
- To work flexibly as required on any College/UCEN Manchester site or external premises, if required.
- To carry out such training, re-training and updating as may be necessary to fulfil the requirements of the post.
- To ensure duties are carried out with full regard to Health & Safety legislation and to enable the College/UCEN Manchester to meet its objectives in providing a safe and healthy environment for all users.
- To undertake other duties that may, from time to time, be reasonably required, commensurate with the grade.

## Terms

### Remuneration

The remuneration for this role will be highly competitive and designed to match the expectations of the sector's strongest candidates.

### Annual Holidays

The annual leave entitlement is 35 days per annum, plus recognised public holidays.

### Pension Scheme

The holder of this post will have access to the Teacher's Pension Scheme or the Local Government Pension Scheme, a defined benefit pension.

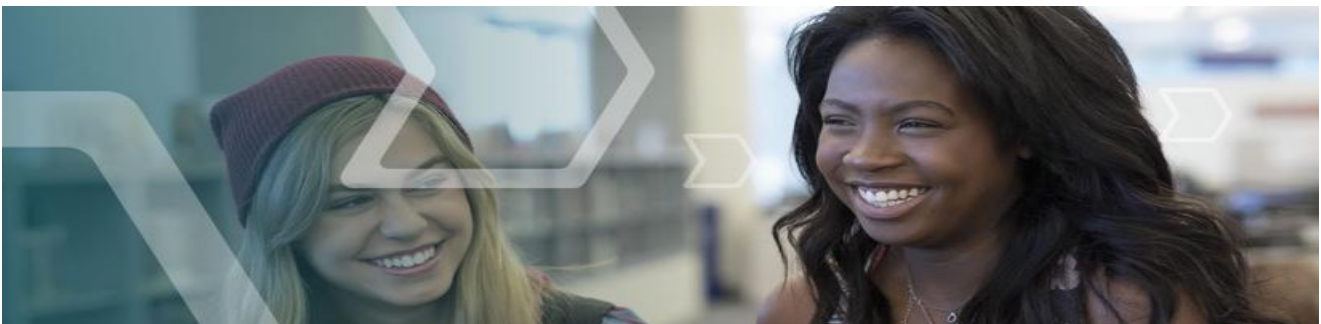
### Relocation

The college will pay an allowance of up to £8,000 for relocation costs in line with HMRC rules, if required.

### Checks

This appointment is subject to satisfactory pre-employment references and DBS clearance.

The Manchester College and UCEN Manchester are committed to creating and maintaining an inclusive working and learning environment that respects and celebrates difference. We aim to provide a community where everyone feels able to participate in college and university life and achieve their full potential. The Manchester College and UCEN Manchester are dedicated to eliminating discrimination and advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including no belief), sex and sexual orientation and to fostering good relations between different groups.



## Timeline & How to Apply

The following timeline is indicative and should only be used as a guide. It may be subject to change.

Process	Date
Close for Applications	9.00am Monday 20 <sup>th</sup> April 2026
Interviews with Dodd Partners	w/c 27 <sup>th</sup> April 2026
Shortlist Meeting	w/c 4 <sup>th</sup> May 2026
Interviews with The Manchester College	w/c 11 <sup>th</sup> May 2026

The recruitment process is being undertaken by Dodd Partners on behalf of LTE Group and The Manchester College / UCEN Manchester. If you wish to apply for this position, please supply the following:

- A covering letter highlighting your suitability and how you meet the essential experience within the Person Specification, along with your current remuneration details.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners at your earliest convenience to [contactus@doddpartners.com](mailto:contactus@doddpartners.com), clearly marked with reference number DP3081.

Should you wish to have an informal discussion about the role, please contact John Dodd on 07545 431 848 or 01244 738 450. Alternatively, email: [johndodd@doddpartners.com](mailto: johndodd@doddpartners.com)

