



# PRINCIPAL AND CHIEF EXECUTIVE

**Application Pack**

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# WELCOME



Thank you for your interest in the post of Principal and Chief Executive at Craven College.

The College is seeking to appoint an exceptional individual who will provide value-driven leadership so that the College achieves its vision to be a first-class provider of education and training, one of the best in the north of England.

We believe that Craven College is a great place to study and work; our Ofsted inspection from January 2018 rated our College as Good and our Apprenticeship provision Outstanding.

We want an individual with a track record of motivating and developing the workforce, who can also build and maintain effective external relationships and partnerships to safeguard the College's ongoing sustainability and promote our reputation in the local community and beyond.

Craven College has a diverse portfolio of provision serving Craven, the Aire Valley, North Yorkshire, and the travel to work area for Leeds and Bradford as well as East Lancashire. With an annual turnover of around £15m and 400 staff the College delivers apprenticeships, 16-18 provision, adult skills, higher education, high needs, and a wide portfolio of project work with employers and the unemployed.

As the primary ambassador for the college, you will need to be able to build and develop productive partnerships and collaborative working, ensuring that the College is effectively positioned to make the most of future opportunities at local, regional, and national levels. The provision of outstanding teaching, learning, and support is our top priority, and you will need to demonstrate that commitment to excellence to enable our learners to achieve their full potential.

The successful candidate should demonstrate a strong track record of achievement within the Education Sector (ideally, but not necessarily, in a Further Education College) and possess an in-depth knowledge of curriculum and quality alongside robust financial acumen and experience of managing budgets. You will have the ability to motivate at all levels and foster a culture of high aspiration and collaborative working. Our mission of "enriching lives through learning" is at the heart of what we do and we are committed to creating a stimulating, supportive learning environment for our students based on mutual respect and trust.

We hope this site gives you a good overview of this exciting opportunity - if you have the vision, expertise and appetite to contribute to our ongoing and future success, we very much hope that you will apply for this role.

If you would like an informal discussion with the Chair, please contact Jean Tracy, Interim Director of Governance on [jtracy@craven-college.ac.uk](mailto:jtracy@craven-college.ac.uk).

Dr. Alison Birkinshaw,  
Chair of the Board of Governors





## ABOUT CRAVEN COLLEGE

Craven College – a Further Education College based in Skipton, North Yorkshire, “The Gateway to the Dales”.

Our unique position – at the juncture of West Yorkshire and East Lancashire enables us to offer a variety of further and higher education courses, including apprenticeships, undergraduate degrees, part-time adult education and courses for business.

In 2020, Craven College became an integral part of the Yorkshire and Humber Institute of Technology – representing significant investment in training resources on the Skipton campus to support education in digital skills such as cyber-security, digital infrastructure, multimedia, software development and gaming.

Our newest addition, Craven Arena officially opened in 2022. The facility offers training for students, stable management courses and can host unaffiliated Dressage, Combined Training and Show Jumping.

### **Our Mission:**

Enriching lives through learning

### **Our Vision:**

To deliver and develop high quality learning opportunities for all through an aspirational team who collaborate with our key stakeholders in a well-connected and resourced, sustainable learning and working environment.

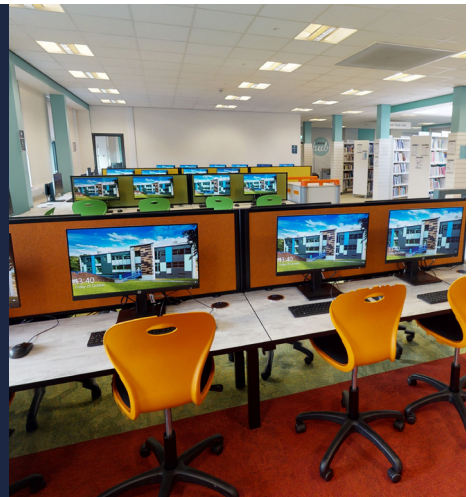




Over

**3,700**

students on full-time,  
part-time and apprenticeship  
programmes



**5**



locations across  
North and West  
Yorkshire



YORKSHIRE & HUMBER  
INSTITUTE OF  
TECHNOLOGY

Part of the Institute of  
Technology



**‘OUTSTANDING’**

Apprenticeships  
Ofsted 2018



**£1.25m**

investment in estates  
and facilities since 2017



Over

**400**

members of staff  
employed across all  
campuses

## THE ROLE

# PRINCIPAL & CHIEF EXECUTIVE

**Location: Skipton, North Yorkshire**

**Salary: 'Competitive Rate'**

**Reporting to: Chair and the Board of Governors**

The College is seeking to appoint an exceptional individual who will provide value-driven leadership so that the College achieves its vision to be a firstclass provider of education and training, one of the best in the north of England.

In partnership with the Board of Governors, the new Principal and Chief Executive will develop and successfully implement a strategy to ensure that the College grows by providing outstanding teaching and learning and evidence-based curriculum design supported by effective and efficient management of the College's finances, estates, and resources. In recognising the important local, regional, and national context of the College, they will be able to build effective and meaningful partnerships with key stakeholders, businesses and the local community and they will have a track record of creating a culture where staff achieve excellence in all that the College does.

The successful candidate will evidence a commitment to continuous improvement, together with the leadership skills to inspire and motivate staff to share the strategic vision for the College.

### **Purpose**

Reporting to the Chair and the Board of Governors, to provide value-driven and exceptional leadership and management so that the College achieves its vision, mission, strategic aims and ambitions.

With the support of Governors, to develop and implement a strategy to ensure that the College grows by providing outstanding teaching and learning and evidence-based curriculum design.

To manage the College's finances, estates and other resources efficiently and effectively.

To build effective and meaningful partnerships and networks with key stakeholders, businesses and the local community, including contributing to the regional skills agenda.

To be the Principal, Chief Executive and Accounting Officer for the College, ensuring that the College fulfils its legal, statutory and regulatory requirements as set out in the Instrument and Articles of Government and the Financial Memorandum between the College and the Education Skills Funding Agency and in line with the reclassification of colleges.

**[For the full job description click here](#)**



# PERSON SPECIFICATION

## Qualifications

- Educated to degree level or equivalent
- Evidence of continuing and relevant professional development
- Higher degree or professional qualification relevant to an education provider (desirable)
- Management qualification (desirable)

## Knowledge and Experience

- Demonstrable experience of high-level financial management and working with financial information to inform decision making in a complex organisation
- A track record in securing rapid quality improvements in teaching and learning and curriculum delivery
- Proven experience of establishing positive external relationships and working with a wide range of strategic external stakeholders
- Track record of significant and successful senior management and leadership including change management within an education setting
- Comprehensive knowledge and experience of the learning and skills sector and the issues and challenges facing the sector
- Experience of successful development, implementation and review of strategic plans to achieve outstanding outcomes

## Special Conditions

- Excellent time management, flexibility and the ability to attend evening meetings and events on a regular basis and weekend meetings on an occasional basis

## Personal Attributes and Skills

- Excellent verbal and numerical reasoning skills
- Inclusive and highly effective leadership which inspires staff and students
- Demonstrable evidence of extensive strategic leadership and of leading transformational change
- Excellent influencing, interpersonal and communication skills
- Ability to inspire people to be creative and to embrace best practice and evidence-based innovation - developing an organisational culture in which there is a shared ambition to achieve excellence
- An accomplished leader and people manager with the ability to lead others at all levels of an organisation with energy and enthusiasm - commanding respect and developing a culture where there is a shared ambition to achieve excellence
- Good emotional intelligence
- Resilience, with the ability to work under pressure
- Personal integrity, transparency, honesty and commitment to fairness and equality
- High expectations of staff and commitment to your own and their professional development
- Commitment to embracing and promoting equality and diversity
- Commitment to excellence for students at all levels and a passion for enabling them to achieve their full potential
- The ability to fully embrace and be committed to the vision and values of the College



# HOW TO APPLY

For further information about the role, the College, and how to apply, please visit: [www.craven-college.ac.uk/principal](http://www.craven-college.ac.uk/principal)

For an informal discussion about the role with the Chair of the Board of Governors, please contact Jean Tracy, Interim Director of Governance at: [jtracy@craven-college.ac.uk](mailto:jtracy@craven-college.ac.uk)

**Closing date: 11 March 2024**

**Interviews: A 2-day process and will be held on either 18 & 19 April or 25 & 26 April.**

Applications should be made electronically to Craven College using our online Job application portal.

You will need to include a cover application letter and CV as part of the College application process.

If you have any questions about submitting your application via the Craven College Job application portal, please contact the HR Team on **01756 708 070** or email: [hr@craven-college.ac.uk](mailto:hr@craven-college.ac.uk)









# Enriching lives through learning

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