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| **Job Title:** | **Professional Development Manager** |
| **Location:** | Riyadh, Kingdom of Saudi Arabia |
| **Contract duration:** | To be specified. |
| **Travel:** | Some travel within Riyadh, but no extensive travel is anticipated. |
| **Direct Reports:** | 4 Trainers |
| **Reports to:** | Director of Studies |

**DRS is looking for a Professional Development Manager on behalf of the leading academic publisher and assessment organization. The Professional Development Manager will support the Director of Studies to oversee the day-to-day delivery of 6 new training programmes designed to develop new teachers, teaching assistants and school leaders. Trainees will be in the academy full-time during the first year of the programme. This will be the first year these training programmes are delivered with a new team, and so this role will therefore require excellent organisation and communication skills (Arabic and English) and a highly responsive and adaptable individual able to manage competing demands and multiple stakeholders to ensure quality training provision.**

**Specifically, the PD Managers will be responsible for supporting the Director of Studies in four core areas:**

1. **Management and development of Trainers (including line management).**
2. **Management and development of Mentors.**
3. **Quality assurance of programme delivery, providing regular reporting to the Director of Studies.**
4. **Liaising with the organisation to ensure programme assessment procedures and practices are understood and followed.**

**Key Accountabilities:**

Responsibilities will be divided between the two PD managers and will include the following:

* Manage and develop Trainers (including line management).
* Manage and support school-based mentors, including ensuring mentors are inducted and understand their roles and responsibilities and that all trainees are allocated an appropriate mentor.
* Main point of contact for mentors and trainers, dealing with queries and resolving complaints.
* Monitor course implementation (programme content and delivery) and trainer/trainee feedback and regularly report to the Director of Studies in line with agreed monitoring and evaluation frameworks.
* Conducting observations and feedback sessions where required.
* Oversee and support with assessment processes and procedures, liaising with assessment teams and supporting trainers/trainees with assessment queries.
* Monitor and manage risk and escalate any concerns about programme implementation to the Director of Studies where appropriate.
* Facilitate some aspects of the programme (induction sessions).
* Support the Director of Studies in day-to-day duties where required.

**Key Relationships:**

* Programme Mentors and Trainers.
* Internal project colleagues, including the programme management and technical teams based in KSA and the organisation.
* The client.

**What is the major impact of this role on the business?**

This role is crucial to supporting the Director of Studies to ensure the successful implementation of all pathways, ensuring training programmes meet the required quality standards and trainees achieve academic success in a supportive learning environment.

**Decisions and Recommendations**

* Decisions around day-to-day course implementation, including managing trainer, mentor, and trainee queries.
* Risk management escalating where appropriate to the Director of Studies.

**Essential Knowledge:**

* Knowledge of pedagogy.
* Knowledge of training principles.
* Knowledge of MS Office and online teaching tools.
* Knowledge of English and Arabic.

**Essential Skills & Experience:**

* Degree in a relevant area (Master / PhD would be an advantage).
* Teaching qualification and teaching experience.
* Experience in leading/facilitating/managing professional development programmes.
* Experience in managing, supporting, and evaluating teachers/trainers.
* Experience in line management and/or coordinating teaching teams.
* Experience in maintaining records and reporting.
* High degree of flexibility and adaptability under time constraints.

**Key Competencies (Organisational Values):**

* Able to make and maintain positive professional relationships at all levels.
* High level of autonomy and ownership of work.
* Decisive, clear, and engaging.
* Collaborative and considerate.
* Flexible and adaptable.

**Key Competencies (Functional):**

* Excellent verbal and written communication skills in Arabic and English.
* Time management and prioritisation.
* Project management.
* People management, including coaching skills.
* IT skills (including learning management systems).

**Key Competencies (Leadership):**

* Achieving – being responsive, decisive, and accountable to further our mission.
* Inspiring – role models optimism, motivation, authenticity.
* Inclusive – curious, open-minded, and ready to learn from others.
* Trusted & trusting – enables individuals, teams, and organisations to collaborate with integrity.
* Confidence with humility – has confidence in her/his abilities, with the willingness to learn and adapt.

*The updated* ***CVs*** *and* ***Cover Letters*** *in English should be submitted to* ***d.uzunashvili@developmentaid.org*** *under the title:* ***DRS 11693 Professional Development Manager, KSA*.** *Due to the high number of applications received via the DevelopmentAid website, we can reply to shortlisted candidates only. Please note that the above requirements can be modified according to the client's procedures during the recruitment process.*