

CANDIDATE BRIEF

Skills Development Manager, (National Alternative Protein Innovation Centre, NAPIC)



Salary: Grade 7 (£39,105 – £46,485 p.a.)

Reference: ENVFS1138

Fixed term for 48 months from 1st April 2025

We will consider job share/flexible working arrangements

Skills Development Manager, National Alternative Protein Innovation Centre (NAPIC), Faculty of Environment

Overview of the Role

We are looking for a Skills Development Manager to empower the “Workforce for the Future” with the National Alternative Protein Innovation Centre (NAPIC), by applying your expertise in designing and developing inclusive innovative programmes and managing stakeholder engagement. NAPIC is a £38m entity (including a £15m UKRI investment) leading the UK’s alternative protein knowledge and innovation ecosystem, with a vision to make alternative proteins mainstream for a sustainable planet. We are looking for a Skills Development Manager to join the centre which is led by the Universities of Leeds, Sheffield, Imperial College London and the James Hutton Institute, in collaboration with over 150 national and international partners.

As the Skills Development Manager, located at the University of Leeds, you will be a core member of NAPIC’s operational team working with the three co-leads and community of partners. You will provide professional leadership and specialist knowledge on innovation and entrepreneurial skills development for the Centre and have responsibility to design and develop bespoke programmes to empower a diverse workforce. This includes creating and leading programmes to address the upskilling strategy, and developing initiatives to actualise the equity, diversity and inclusion (EDI) implementation plan to ensure the under-represented community in the alternative protein sector is upskilled.

Main duties and responsibilities

- Develop and implement a skills strategy “Workforce for Future” and subsequent plans, for NAPIC that address the national, global and cross-discipline nature of the skills gap in the alternative protein sector.
- Map existing national offerings, including across the four co-lead organisations, NAPIC partners and wider community to identify and develop programmes (micro-credentials, entrepreneurial accelerators, short courses, CPD etc.) in response to need and demand of the alternative protein sector for a wide variety of audience.
- Design, develop, and lead programmes, creating an annual offering, to address the skills strategy, and develop and deliver initiatives to actualise the



EDI implementation plan. Working with stakeholders and partners to sustain engagement, manage expectations and address sector needs.

- Develop and manage partnerships with internal and external stakeholders including the University of Leeds Digital and Student education team, external digital suppliers, academic and professional service staff, third sector and business and industry partners including investors to ensure strategic alignment of our skills development outputs.
- Build effective relationships with a wide range of colleagues in particular the Director of Equity, Diversity and Inclusion (EDI), the Deans for EDI and Faculty EDI staff in the co-lead organisations to ensure EDI is at the heart of skills development practices.
- Develop a costing model for skills programmes to achieve a sustainable delivery plan, includes responding to funding opportunities, working with key internal and external stakeholders to develop the offering.
- Managing and monitoring resources/budgets relating to all skills development activities, ensuring maximum value is delivered.
- Develop and implement a robust engagement plan promoting NAPIC as a provider of inclusive workforce and skills development programmes
- Actively grow NAPIC's reputation as a centre of developing training to create workforce for the future in alternative protein innovation nationally and globally.
- Providing advice and sharing best practice with the NAPIC Management team and project partners to support effective interdisciplinary research excellence skills development across NAPIC community.
- Working with the NAPIC Management team to facilitate events such as workshops, digital content and seminars to maximise publicising and showcasing opportunities for new programmes.
- Develop and implement robust evaluation processes embedded within all skills programmes, effectively tracking outcomes and evidencing NAPIC's impact on the national skills base.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



Qualifications and skills

Essential

- Skill level equivalent to achievement of a professional qualification or postgraduate degree;
- Significant experience of designing, delivering and managing skills development programmes, such as Innovation Fellowships, Entrepreneurial Accelerators, Micro-Credentials and Short Courses;
- Demonstrable experience of building positive working partnerships and networks both internal with academic and professional service colleagues, working across disciplines, schools, faculties and institutes, and externally with cross-sector partners;
- Experience of applying equity, inclusion and diversity best practice to help shape and deliver skills development programmes;
- Excellent communication (written and oral) skills and the ability to communicate effectively to influence stakeholders and achieve results;
- A proven ability to handle problems efficiently and professionally, using proactive attitude to resolve complex issues;
- Experience of matrix management of teams to achieve project milestones and outcomes;
- Excellent time management and planning skills, with the ability to meet tight deadlines, manage competing demands and work effectively under pressure without close support;
- A proven ability to work well both individually and in a team;
- A strong commitment to your own continuous professional development.

Desirable

- Experience of applying for funding to secure income revenue for skills development programmes;
- Marketing and communication experience to promote programmes to relevant audiences;



- Understanding and application of a design thinking approach to content design and delivery.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Anwasha Sarkar, Project Leader and Co-Director PERFORM Pillar, NAPIC

Email: A.Sarkar@leeds.ac.uk

Jo Howorth, Head of Skill Development, Business Engagement & Enterprise Team, University of Leeds

Email: j.howorth@leeds.ac.uk

Dr Andrew Lee, Operations Director, NAPIC

Email: a.lee@leeds.ac.uk

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants.

Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>



Find out more about the [Faculty of Environment](#)

Find out more about the [School of Food Science and Nutrition](#)

Find out more about [Equality and Inclusion](#) in the Faculty

A diverse workforce

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

