

JOB DESCRIPTION

TITLE: Aviation Skills & Careers Hub Manager

POST NO: PREF106123

DEPARTMENT: Luton Rising

DIVISION: Commercial Operations

RESPONSIBLE TO: Service Director – Luton Rising

GRADE: M4

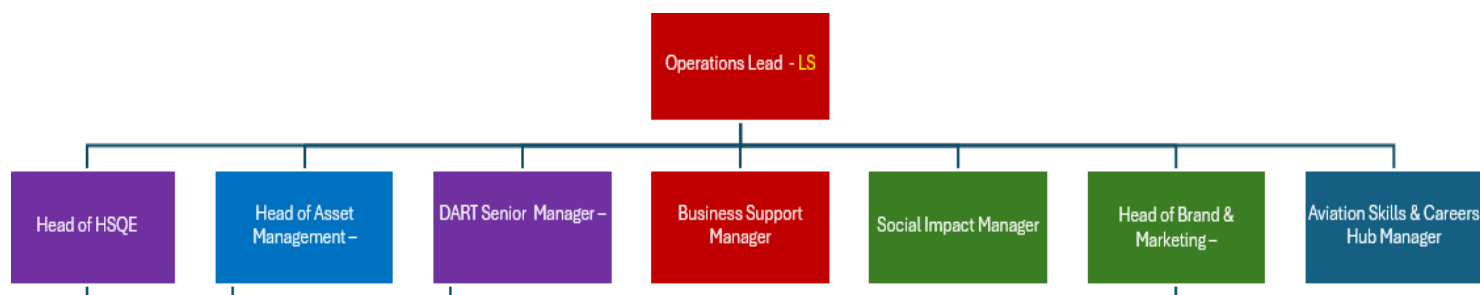
PURPOSE OF POST:

To establish, lead, and manage a new Aviation Skills and Careers Hub that enables residents, young people, and jobseekers to access high-quality careers, training, and progression opportunities across the Luton Airport system. The postholder will develop and deliver a flagship programme that brings together employers, training providers, education partners, and community organisations to create an inclusive and coherent pathway into aviation and airport-related careers.

They will provide strategic direction to raise aspirations, remove barriers to employment, and ensure Luton residents benefit from the growth, innovation, and long-term development of the airport.

This role will directly support the delivery of the Luton 2040 vision to create a healthy, fair and sustainable town where everyone can thrive, and no one must live in poverty

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:**%**

1.	Strategic Leadership & Programme Development • Establish and lead the development of the Aviation Skills & Careers Hub to meet local skills needs and sector workforce priorities. • Develop and deliver a strategic plan that aligns with Luton Rising's social impact objectives, the Luton 2040 vision and the wider airport growth and expansion agenda. • Work collaboratively with DfT, employers, LBC's Adult Education service, other educational institutions, and community organisations to design a coherent pathway into aviation and airport-related careers. • Identify current and emerging aviation skills shortages and develop targeted training, development, and progression programmes.	20
2.	Operational Management • Oversee the day-to-day operations of the Aviation Skills Hub to ensure high-quality delivery of careers advice, training, workshops, and support services. • Manage programme budgets effectively, ensuring robust monitoring, reporting, and performance management processes. • Lead, motivate, and support a multi-disciplinary team, ensuring high standards of practice and service delivery. • Monitor outcomes, impact, and progression data to inform continuous improvement.	20
3.	Employer & Stakeholder Engagement • Build and maintain strong relationships with employers across the airport system, including airlines, handling agents, security providers, retailers, hospitality organisations, and engineering partners. • Develop a strong pipeline of employment, apprenticeship, internship, and work experience opportunities for Luton residents. • Represent the Aviation Skills & Careers Hub at local, regional, and national forums related to aviation, skills, employment, and workforce development.	20
4.	Community Access & Inclusion • Ensure the Hub provides accessible support for all residents, particularly those facing barriers to employment or underrepresentation in aviation careers. • Lead outreach and engagement activity with schools, colleges, community groups, and residents to promote opportunities in the aviation sector. • Champion fairness, equality, diversity, and social mobility in all aspects of the Hub's work.	20
5.	Communications & Promotion • Promote the Aviation Skills Hub as the central point of access for aviation careers, training, and skills development. • Work with communications teams to share success stories, promote opportunities, and increase awareness of the Hub's services. • Build and maintain the Hub's profile as a trusted and high-quality community resource.	20

DIMENSIONS:

Supervisory Management:	1 x Administrator
Additional Management:	1-2 x Secondes
Financial Resources:	Monitor and manage the staffing, training and resources budgets for the hub. Working with Adult Education and DWP to secure additional funding.
Other:	Access to highly confidential and politically sensitive information.

CONTEXT:

London Luton Airport Limited (trading as Luton Rising), a company wholly owned by Luton Borough Council, is the UK's leading community airport. Through its strategic ownership and development of London Luton Airport, the Luton DART and other assets, it makes a positive contribution to the achievement of the Luton 2040 Vision by acting as a catalyst for job creation and economic growth and supporting public service delivery and voluntary and community activity in Luton and the surrounding communities.

Physical Effort: Organising space for events

Working Environment: On site in the hub and meeting with stakeholders

Person Specification: Aviation Skills & Careers Hub Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Proven experience leading programmes or services within skills, employment, careers, education, or workforce development.	1,2	Experience of working within or alongside aviation, transport, local authority, or regulated sector environments.	1,2
	Demonstrable experience of building effective partnerships across public, private, and voluntary sectors.	1,2	Familiarity with skills funding, apprenticeships, or employer-led training initiatives.	1,2
		1, 2		

	Experience managing and motivating staff, contractors, or multi-disciplinary teams. Experience managing budgets and monitoring performance through measurable outcomes. Track record of designing or delivering interventions that support residents, young people, or jobseekers into training, employment, or progression opportunities. Experience working with communities experiencing barriers to employment and delivering inclusive or targeted support.	1,2 1,2 1,2		
Skills and Abilities	Excellent communication and presentation skills, with the ability to influence and engage diverse audiences. Strong partnership-building and stakeholder-management skills, including the ability to work with employers at all levels. Ability to develop strategic plans and translate them into operational delivery. Strong organisational skills, with the ability to manage multiple workstreams and meet deadlines. Ability to use data, insights, and evidence to drive decision-making and continuous improvement. Strong problem-solving skills with the ability to respond to emerging needs or challenges effectively. Competent IT skills, including digital communication and management reporting.	1,2 1,2 1,2 1,2 1,2 1,2	Able to provide evidence that they can confidently present to a varied audience Examples of working with large clients in a public and private sector environment.	

	Able to facilitate important events and troubleshooting any issues Able to motivate and supervise junior colleagues through mentoring and coaching. Able to audit, critique and review colleague's work. Identify compliance and coordination issues for resolution Able to work in a fast paced and changeable environment. Able to communicate clearly, orally and in writing, with people at all levels including Senior Stakeholders.	1,2 1,2 1,2 1,2		
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and able to take appropriate action where this is identified.	1,2		
Specialist Knowledge	Strong understanding of workforce development, employability pathways, and careers progression models. Knowledge of barriers faced by underrepresented groups and effective approaches to inclusive engagement. Awareness of local, regional, and national skills agendas and their relevance to economic growth. Understanding of safeguarding, equality, diversity, and data protection responsibilities.	1,2 1,2 1,2 1,2	Knowledge of current and emerging skills needs within the aviation sector or airport ecosystem.	1,2
Education and Training	Degree-level qualification in a relevant field such as: • Education • Skills & Workforce Development • Business Administration / Management • Public Administration	1,2,4	Level 4 or 6 Careers Guidance qualification (e.g., CDI-recognised) IAG (Information, Advice & Guidance) Level 3 or above	

	Social Policy or Community Development Or equivalent professional experience may be accepted in place of a degree.		Employability Practitioner qualifications	
Other Requirements	Ability to work occasional evenings or weekends to support events or outreach activity.	1,2	Multilingual or a second language is desirable	
	Willingness to travel locally as required.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, particularly those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2021)