

# Job Description



<b>Job Title:</b>	Community Learning Lead (Practical Projects)
<b>Location:</b>	Groundwork Offices, Wrexham
<b>Responsible to:</b>	Head of Training & Health & Safety
<b>Responsible for:</b>	Community Learning Tutors
<b>Number of hours per week:</b>	Full Time 37.5 hrs per week
<b>Salary:</b>	£26,900 per annum

## Purpose of the job

The Community Learning Lead will be expected to support learners from the hardest to reach communities, work with identified partners to promote our adult community learning offer and to recruit learners for courses, optimizing the grant spend. Take responsibility for the scheduling of courses and the required administration in order to meet the requirements of the contract. Line manage community learning staff in relation to our community learning offer. The role will combine some delivery of community learning sessions with these additional responsibilities.

## Summary of Main Responsibilities

- Develop, manage and deliver our adult community learning practical skills offer and resources across Wrexham and Flintshire.
- Work with learners to identify courses that meet their needs and meet the requirement of the ACL contract.
- Schedule courses and recruit learners to optimise grant spend and complete associated administration to meet contract requirements.
- Manage some smaller community learning projects, and leading on reporting for these to funders, ensuring they meet their aims and purpose.
- Line manage staff employed on adult community learning delivery.
- Modify or create course materials and training manuals to meet specific training needs. Deliver inspirational tuition, support and guidance to learners throughout their learning journey in the classroom or via digital delivery through online platforms.
- Use effective classroom management methods to provide inspirational and innovative learning, designing and deliver differentiated lessons to ensure active participation.
- Construct and maintain all learner documentation to meet quality and funding compliance.
- Manage course resources and paperwork efficiently to meet customer requirements and to adhere with Awarding Body requirements.

- Respond positively to observations following internal quality assurance that will ensure quality and consistency on courses. If IQA qualified to also carry out IQA observations on fellow trainers.
- Develop, deliver, assess and monitor training courses, projects, activities and services in line with agreed timescales and within set budgets, ensuring these are delivered in a high quality, profitable way.
- Work flexibly as part of a team and across teams, including occasional evening and weekend working.
- Support the development of potential training opportunities that the organisation could develop and deliver.
- Support the submission of well written, realistic and achievable bids and tenders which contribute towards the organisation's Business Plan targets.
- Network and maintain relationships with partner organisations in relation to the Adult Community Learning Grant, and run events and drop-in sessions to promote the ACL offer,
- Attend and contribute to project and team meetings as required.
- Represent the organisation professionally, to internal and external contacts as required assisting with the promotion of projects and the broader activities of the group.
- Ensure compliance with the Organisation's Health & Safety Policy, financial regulations and other established policies and procedures.

## Person Specification

	Essential	Desirable
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Diploma/A Levels, NVQ Level 3 or equivalent qualifications and/or some practical experience in a similar role.</li> <li>• Experience of developing and delivering training sessions for young people and adults in practical skills.</li> <li>• Good demonstrable practical skill set</li> <li>• Understanding of health &amp; safety and its application in work practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 Internal Quality Assurance qualification and/or practical experience of internal quality assurance.</li> <li>• Good IT Skills.</li> <li>• IOSH Managing Safely or equivalent.</li> <li>• Experience in the training sector of developing planning and delivering of regulated and accredited qualifications.</li> <li>• Level 3 Award in Education &amp; Training (at least)</li> <li>• Experience of delivery of training in other subject areas (e.g. employability and skills, retail, food safety, customer service).</li> <li>• Experience of delivering adult community learning sessions in communities.</li> </ul>

<b>People</b>	<ul style="list-style-type: none"> <li>• Commitment to equality and diversity.</li> <li>• Experience of managing staff and/or volunteers.</li> <li>• Ability to deliver inspirational tuition, support and guidance to learners from the hardest to reach communities throughout their learning journey.</li> <li>• Ability to induct and train new staff, volunteers and work placements.</li> <li>• Ability to develop and maintain working relationships with partner organisations.</li> </ul>	
<b>Judgement &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills to enable effective project management.</li> <li>• Ability to lead and work as part of a team.</li> <li>• Confident and enthusiastic.</li> <li>• Be inherently self-motivated and able to work without supervision; this includes an ability to work at any given client locations across Wales or beyond.</li> <li>• Ability to give advice, solve problems with tact and diplomacy.</li> <li>• Ability to plan and prioritise workload effectively to meet targets and deadlines.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Demonstrate excellent written and verbal communication and teaching skills.</li> <li>• Ability to build partnerships and demonstrate good networking skills, utilising these to understand partner organisations needs for ACL provision.</li> <li>• Ability to represent the organisation professionally to internal and external contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate through the medium of Welsh.</li> <li>• Case study and Report writing skills, meeting the needs of funders.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Ability to manage own project budgets.</li> <li>• Ability to obtain quotes, record and ensure accurate records of expenditure.</li> <li>• Ability to interpret spreadsheets and other financial data.</li> <li>• Demonstrate experience of successful bid writing and fundraising.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality and the ability to maintain confidentiality as required.</li> <li>• Ability to demonstrate qualities in line with Groundwork North Wales' values.</li> <li>• Full driving licence.</li> </ul>	

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|  | <ul style="list-style-type: none"><li>• Ability to travel across Wales, including overnight stays.</li><li>• Appreciation and understanding of Welsh heritage and culture.</li></ul> |  |
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