

Job Description

Job Title:	Community Learning Coordinator	
Grade:	NJC Sc6/SO1	
Hours:	26 hours (0.63 FTE) Term-time only (40 weeks)	
Location:	All sites, based at Sutton Centre	
Department:	Curriculum	
Responsible to:	Curriculum Leader	
Last updated:	May 2018	Last evaluated:

OVERALL PURPOSE OF JOB

To facilitate the development and delivery of accessible and responsive family, and associated community learning opportunities in the community, voluntary sector, and across other services in Sutton and in cooperation with other providers in line with 'Borough priorities.

MAIN DUTIES AND RESPONSIBILITIES

1. to identify gaps and opportunities in current service provision for target group(s)
2. to identify routes for family and learner engagement, making initial contacts and sustaining productive links
3. to identify and develop new contacts and markets for the College and conduct learning needs analyses as required for priority group(s) and determine provision to be made available, contribute to submitting bids as appropriate
4. to bring to the market specific learning and training products and packages and investigate new models of service and provision
5. to assist in the development of networks and partnerships that would facilitate potential joint applications for structural funds and attend as required
6. to encourage and facilitate voluntary and private sector involvement in partnership working with the College
7. to facilitate usage by voluntary groups of Sutton College resources as agreed
8. to support tutors/trainers as required at delivery site and with communication with the curriculum staff
9. to assist with the maintenance of quality improvement systems, relevant data base, monitoring, record keeping and evaluation
10. to establish systems relating to contractual obligations and management of projects including monitoring, record keeping and evaluation
11. to promote involvement and consultation with beneficiaries and potential beneficiaries of provision and recruit new beneficiaries

12. to work in conjunction with the College's IAG Service to organise exit advice and guidance and progression as appropriate
13. to attend meetings in the College and with external bodies as required at local and regional level
14. to organise practical activities and events and oversee specific recruitment and event arrangements
15. to establish and maintain effective external links as required in relation to the job

GENERAL DUTIES

16. To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy.
17. To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements.
18. To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of subordinate staff where appropriate.
19. To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures.
20. To be a proactive and effective team member working flexibly and efficiently toward the achievements of the **department** targets leading to the overall College strategic targets.
21. To undertake any other such comparable duties as may be reasonably required by the Line Manager or his/her delegated deputy.

TO BE COMPLETED BY THE JOB HOLDER

I agree the above job description:

Signature Job holder:		Date:	
Name of Job Holder:			

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:

Signature Line Manager:		Date:	
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Job title:	
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This job description is subject to regular review / update as necessary.

Person Specification

Job Title: Community Learning Coordinator

Last Updated: May 2018

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>HOW ASSESSED</i>
QUALIFICATIONS			
Level 2 (GCSE or equivalent) qualifications in English & Mathematics or willingness to obtain within the first 18 months of employment.	✓		A
Degree level qualification		✓	A / I
EXPERIENCE			
Experience and up-to-date knowledge of policies, initiatives and developments of post 16 Education and training including Adult Education	✓		A / I
Experience of contributing towards successful curriculum development and innovation resulting in improved efficiency and effectiveness of provision and the College	✓		A / I / T
Experience of managing and motivating staff		✓	A / I / T
Experience of managing resources and budgets effectively	✓		A / I / T
Experience of working with external partners and stakeholders	✓		A /
KNOWLEDGE, SKILLS & ABILITIES			
A good working knowledge of quality assurance processes within an FE and ACL setting	✓		A / I / T
The ability to manage budgets and meet financial targets.	✓		A / I / T
Strong organisational skills with an ability to manage a varied workload and meet deadlines	✓		A / I / T
Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Drive and management information systems	✓		I / T
Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences	✓		A / I / T
PERSONAL / OTHER QUALITIES			
Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality & diversity in line with the College PRIDE values	✓		A / I
Can demonstrate a commitment to safeguarding and PREVENT duty	✓		A / I

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>HOW ASSESSED</i>
Commitment to own learning and development, with evidence of CPD	✓		A / I
Excellent interpersonal skills	✓		I
Commitment to teamwork, ability to work flexibly and under pressure	✓		A / I / T
An excellent team player with a willingness to contribute to the development of the College	✓		A / I

A = Application

I = Interview

T = T