

## **Job Description and Person Specification**

### **Community Engagement Tutor**

**This post is funded through ESF as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. ESF funding for the L!NKCD project will end in June 2022”.**

## **Job Title: Community Engagement Tutor**

<b>Reporting to:</b>	<b>Performance and Contract Manager</b>
<b>Hours:</b>	<b>Full Time - 35 hours per week</b>
<b>Salary:</b>	<b>£22,660 - £25,000 pro rata plus 5% pension contribution</b>
<b>Holidays:</b>	<b>28 days (including bank holidays)</b>
<b>Closing Date:</b>	<b>Monday 20<sup>th</sup> July 2020</b>

**This post has an expected start date of September 1st 2020**

### **Background**

At Northern Learning Trust we aim to improve the potential and raise the aspiration of people through learning. Much of our work is with vulnerable and disadvantaged people and communities with complex needs. We use informal learning and mentoring to build confidence and skills, and help people find solutions to their problems.

As a partner in the LINKCD project, we are seeking a highly motivated Community Engagement Tutor to enable us to expand our Learning Hive delivery model into new locations in County Durham. You will be a fully qualified tutor, experienced in working with learners who face multiple barriers to progression and with a genuine desire to help people improve their lives through learning.

We are passionate about the work we do and need a person who understands our values and believes in our mission. In return we offer you the opportunity to join a forward thinking and supportive organisation at an exciting stage in its development. We value our team members and offer a competitive salary, flexible working patterns and a friendly, supportive work environment.

### **Job Purpose**

To provide high quality, bespoke community learning opportunities which enable people to improve their employment prospects and make progress towards financial stability.

## Main duties and responsibilities:

The Community Engagement Tutor will:

- Engage with local communities, individuals and organisations to promote the service and recruit participants to the project to ensure that engagement and progression targets are met.
- Provide bespoke, one to one and small group support to learners to enable them to utilise ICT effectively to search and apply for jobs and further learning or training opportunities.
- Manage, plan and deliver learning programmes in a variety of formats e.g. 1:1 tuition, group work, roll on – roll off
- Ensure all delivery evidence is complete and compliant in line with contract and quality standards and that all customer records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and guidance
- Achieve a range of set quantitative and qualitative targets using a case load management approach, utilising the customer management system effectively
- Take a proactive approach to developing working relationships with colleagues and other professionals including provision of feedback, agreeing priorities and reviewing arrangements.
- Undertake a range of activities to increase participation of the Trust's target client groups in learning.
- Identify progression routes for clients into further learning opportunities or employment
- Recruit and train volunteers to increase capacity within the Learning Hive
- Effectively promote the ethos and values of Northern Learning Trust
- Provide written and/or oral reports as required by the Trust and commissioners
- Attend any relevant conferences or training events to further the organisation's and individual's knowledge and skills and disseminate, if appropriate
- Commit to CPD as necessary in order to support a high standard of delivery
- Any other duties commensurate with the role as required

## Person Specification

	Knowledge, experience & skills	Essential	Desirable
1.	Design and delivery of employability support, learning activities and programmes	√	
2.	Experience in supporting adults facing multiple barriers to learning and employment		√
3.	Ability to meet deadlines and achieve targets and implement contingency plans where necessary	√	
4.	Recent experience of working with adults in a related field, ideally determining need and supporting choices		√
5.	Excellent communication skills both written and verbal and the ability to relate to a wide range of people and organisations	√	
6.	Ability to meet deadlines and achieve targets and implement contingency plans where necessary	√	
7.	Excellent organisational skills to be able to manage own workload effectively	√	
8.	Close attention to detail and commitment to accuracy	√	
9.	Knowledge of local labour market and issues relating to learning and employment		√
10.	Good IT skills including Microsoft Office software	√	
11.	Flexible approach to work activities including travel as required to meet business objectives	√	
12.	Community Development in disadvantaged communities		√
13.	Driving licence and access to own vehicle	√	

	Education and Qualifications	Essential	Desirable
1.	Hold or be working towards a minimum Level 4 teaching qualification	√	
2.	Hold or be working towards a qualification in Careers Information Advice and Guidance		√



**European Union**

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