

# Learning Coordinator

(Community Learning)

Grade: 08/28

Date created: 21/02/2020 (V1)

### About the Job

Learning Coordinators support managers and curriculum leads in achieving the expected and desired outcomes in given areas through effective developmental and coordination activities. This is one of a number of posts that will work flexibly as a team across AES under the direction of managers and curriculum leads to provide the service with access to staff resources for the effective delivery of programmes in each curriculum area while remaining flexible and responsive to changes in service requirements.

This post will initially take specific responsibility for developing, implementing and extending adult learning programmes matching AES curriculum priorities in a defined geography or functional area of learning within the county.

### This is what we need you to do...

- Identify and support organisations that want to become delivery partners.
- Work with partners and other key agencies to identify local learning needs and opportunities for reaching new learners in disadvantaged communities.
- Work with the manager to ensure that agreed educational programmes within their area, are established, promoted, resourced and attended.
- Work alongside the manager and partners to ensure that the grant is used effectively and costs are managed accordingly
- Establish resourcing requirements for the programmes, organise tutor allocation then work to ensure the selection, engagement and support, (including organising arrangements for induction training and ongoing management) for variable hours tutors.
- Report to the manager in ensuring quality assurance requirements are met and performance issues are appropriately addressed.
- Assist in the evaluation and review of programmes and

### Specific to this role:

- Work with the manager and curriculum lead to develop and implement Community learning work plan that sets out priorities and targets for engaging Adult learners through first Steps, Pre-employability, employability courses and programmes for those Adults with learning and physical disabilities and those with complex personal issues including mental-ill health, in addiction recovery etc.
- Support community groups and partners to identify learning needs and respond appropriately.
- Work alongside the Curriculum lead and make recommendations on further Community Learning curriculum development.
- Supervise variable hour's tutors and support staff assigned to Community Learning.
- Identify gaps and opportunities for Community Learning activity, in terms of provision and potential partners.
- Undertake SLA/contract monitoring directly with partners and non-SFA contracted providers who deliver on behalf of the AES

report on findings and good practice; especially around workshops and taster sessions.

- Work with the curriculum lead and quality manager to ensure that IA services are delivered according to MATRIX, OFSTED and adult learning quality standards.
- Liaise with external providers of the National Careers Advice Service and partner organisations to ensure all learners have access to impartial information advice and guidance.
- Work with VH Tutors that have been assigned to you and complete 121 meetings to manage Performance, Quality and KPI's.
- Ensure that all programmes and activities are delivered within the Quality framework and promote Health and Safety and Equalities policies.
- To promote the AES at every opportunity and encourage learner involvement in the programme planning.
- Sustaining frequent communication with internal and external contacts; promoting the Community learning partnership meetings to encourage networking across the county.
- Evidence of well planned and delivered publicity/recruitment activity that results in appropriate programmes that recruit well and builds reputational value.
- To deliver courses where appropriate in the context of essential programme development.
- To participate in professional development and contribute to self-assessment processes

### **Special Conditions**

- This position is subject to an enhanced Disclosure and Barring check (you will be asked to apply for a check if you are offered the position).
- Post requires outreach work in all parts of the county. Ability to travel independently is required
- Some meetings and activities may take place in evenings and at weekends.

### **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

## **The ideal candidate will have...**

### **Experience**

- Community based adult learning
- Experience with organising & delivering Community Learning
- Outreach and development work
- Networking with learners
- Programme development in response to identified need

### **Knowledge, Skills and Understanding**

- Planning and delivery of Adult Learning
- Effective communication skills with diverse learning partners and providers
- Use of ICT to prepare and deliver learning
- Skills for Life
- Information Advice and Guidance
- Learning programme development
- Knowledge of Adult Learning Common Inspection Framework

### **Behavioural attributes**

#### **Essential**

- Enthusiastic
- Motivated self starter
- Good team worker
- Flexible
- Demonstrates Gloucestershire Employee Behaviours.
- Completer /finisher

### **Education & Qualifications**

#### **Essential**

- Level 4 qualification or equivalent in Adult Learning, teaching, community development, childcare, training, work-based learning, IAG or other relevant area.