

Learning and Training Coordinator – Youth Promise

Job Pack

Sova is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Enhanced DBS checks will need to be completed and any individual banned from working with children/and or vulnerable adults should not apply.

When completing the application form please ensure that you provide evidence of all the criteria in the person specification.

Sova is a Disability Confident Employer and actively welcomes applications from disabled candidates. We operate a guaranteed interview scheme for all disabled applicants whom the shortlisting team determine meet the minimum criteria for the post (see essential criteria on the person specification). Please ensure that you highlight that you are disabled on the diversity form to ensure that you are automatically considered for a guaranteed interview, if you meet the minimum criteria.

Job Reference: LTC1204

Job Title: Learning and Training Coordinator

Base: Scala House, Birmingham

Salary Range: £21,725 - £23,580

Starting Salary: £21,725

Hours: 35 Hours per week, Full-time

Project Funding End Date: June 2018

Closing date: Midday Friday 26 May 2017

Interviews will be held week commencing: Monday 6 June 2017

This is an exciting new opportunity to join our Youth Promise team in Birmingham. Birmingham and Solihull Youth promise plus is a flagship employment pathway project funded under the European Commission ESIF programme Youth Employment Initiative (YEI) arrangements.

The project aims to support 16,610 Birmingham & Solihull young people (15-29 years) who are NEET (Not engaged in Employment, Education or Training including unemployed and economically inactive). The project will support participants, where appropriate, with pathways to sustainable employment, education and training outcomes.

This role will also be responsible for identifying client needs then creating and delivering short courses to our participants. You will also hold a PTTLS (or equivalent) teacher training qualification and have at

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least 2 years' experience of working within a learning environment. This role will be responsible for identifying training and employment opportunities across Birmingham and Solihull and building links with employers and training providers.

Please do not send CV's as they are not an acceptable alternative to any part of the application form and will not be considered. Completed application forms or any queries should be returned electronically to: recruitmentmidlands@sova.org.uk

Job Description

Job Title: Learning and Training Coordinator
Base: Scala House

ORGANISATIONAL BACKGROUND

Sova is a charity that works in the heart of communities in England and Wales helping thousands of people to steer clear of crime. When people find themselves in difficult situations, we make sure they have someone on their side to help them find the confidence to make choices to improve the quality of their lives. Whether it is about finding a job or finding friends, understanding how to manage money or discovering new prospects, we help people change their lives for the better.

Sova's vision is for a society where people have the stability and confidence to steer clear of crime and make better choices, building stability both at work and at home

Sova works with a range of partners and receives funding from a number of sources to offer the personal support and practical advice that enables people to make better choices and improve the quality of their lives.

Sova is a wholly owned subsidiary of CRI, benefitting from being part of the wider CRI group and sharing its values and vision to enable those in need to help themselves to lead independent and crime free lives. For information about CRI and their work, please see their website www.cri.org.uk.

CONTEXT

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The project aims to support 16,610 Birmingham & Solihull young people (15-29 years) who are NEET (Not engaged in Employment, Education or Training including unemployed and economically inactive). The project will support participants, where appropriate, with pathways to sustainable employment, education and training outcomes.

The Learning and Training Coordinator is responsible for identifying, creating and delivering individual and group learning programs to offender and ex-offenders in a classroom and 1:1 setting. The post holder will require excellent communication and interpersonal skills, proven competence in preparing and delivering schemes of work, strong ICT skills and an understanding of the issues surrounding working with offenders and ex-offenders. Additionally the role will require an understanding or experience of working with volunteers. The successful candidate will have relevant experience and have the PTTLS qualification (or equivalent) as a minimum.

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PRINCIPAL TASKS

1.	Supporting the aims and objectives of Sova
2.	Identification of required training courses to meet the need of the project
3.	Development/preparation of structured course materials, schemes of work and session plans.
4.	Work with the National Quality Manager to achieve accreditation of courses a required
5.	Create short courses that include functional skills and engagement activities; for e.g. sport, art and life skills etc.
6.	Review materials and have an ongoing focus on updating or creation of new materials based on need
7.	Develop external links and partnerships with employer's education and training providers.
8.	To take responsibility for administrative tasks, including data inputting and collation; maintaining records; gathering information, general administration and to be self-administrating.
9.	Assessment of the learning needs of individuals and preparation of Individual Learning Plans.
10.	Assess work, monitor and record progression and give feedback to learners.
11.	Communicate with the Programme Manager and Senior Intervention Worker team to ensure learners have all their needs met and the Team can respond to any changing circumstances
12.	Ensure learning objectives are met and the needs of all learners are considered.
13.	Prepare classroom room and materials for delivery.
14.	Lead delivery of group sessions.
15.	Supervise the Apprentice or peer mentors to support delivery of courses
16.	Liaise with colleagues for sharing good practice.
17.	To contribute to project promotion and participate in project development and forward planning

18.	To take an active part in the end of project evaluation and dissemination of the lessons learnt from the project delivery as appropriate
19.	To cover any appropriate aspect of other team members roles in their absence
20.	To contribute to meeting project targets and objectives
21.	To take part in regular supervision with line manager
22.	To participate in the general development of Sova through meetings, training and attendance of other events
23.	To carry out any other duties within the scope of the post

Core Competences

All Sova staff are required to demonstrate a number of core competences as shown below:	
1.	Manage self
2.	Support and promote Sova policy
3.	Be self-administrating
4.	Communicate effectively
5.	Use Microsoft Office packages including Word and Excel to an appropriate standard

Attitudes and Behaviours

All Sova staff are required to act at all times in accordance with Sova expectations of attitudes and behaviours. These attitudes and behaviours include, but are not limited to:	
1.	Representing Sova in a professional manner on all occasions.
2.	Striving to improve and share good practice, and work towards continuous improvement
3.	Maintaining and promoting effective communication and shared good practice across the organisation as a whole and externally.

4.	Promoting mutual trust and respect as a guiding principle for all working relationships both internal and external
5.	Adopting a co-operative approach to service delivery which draws on the strength, knowledge and expertise of all individuals including service users, staff and volunteers
6.	To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults

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Person specification		
Essential and desirable requirements (E&D) for the role and assessing and testing the necessary level of competence required for this role either via the application form; interview; and/or exercises.		
Please note – applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.		
1	SKILLS/ABILITIES	
	Administration	
1.1	Data inputting and collation, maintaining records, drafting letters, information gathering, carrying out general office duties.	E
2	Communication	
2.1	Relationships: Ability to work with individual learners; team members; partnership staff and external speakers and delivery bodies.	E
2.2	High level of communication to deliver learning both 1:1 and in group settings and ability to respond to individual learner needs	E
2.3	Support & Supervision: Ability to work unsupervised	E
3	Planning	
3.1	Management of time and workload: Planning work and timetables for learners; meeting deadlines and managing own workload	E
3.2	Demonstrate an ability to draft timetables or schedules, including managing unforeseen circumstances or events	E
4	Problem Solving	
4.1	Demonstrate a flexible work style and problem solving skills e.g. managing complex timetables and attendance with a requirement to report on learners	E
4.2	Demonstrate an ability to manage complex/sensitive situations e.g. a classroom of learners	E

5	Support & supervision	
5.1	Supporting learners to reach their potential	E
5.2	Providing supervision to volunteers or staff	D
6	Accountability	
6.1	Reporting: experience of delivering programmes which are monitored and assessed.	E
6.2	Work within organisational policies Implementing organisational policies e.g. Confidentiality, Equal Opportunities/Diversity, Health & Safety, Child protection	E
6.3	Information Technology Awareness Microsoft Office experience, and aware and comfortable with Email, Facebook, MySpace, and E-social networking	D
7	KNOWLEDGE/UNDERSTANDING	
7.1	Needs of issues facing ex-offenders: Understanding of the issues faced by ex-offenders	D
7.2	Hold a PTLLS (or equivalent) Teacher Training Qualification	E
8	EXPERIENCE	
8.1	At least 2 years' experience working within a learning environment e.g. Working within an adult learning environment	E
8.2	Creativity: Ability to design, review and improve learning materials, programmes and learning methods	E
8.3	Experience of teamwork in a pressured situation Working with others to effectively carry out all necessary duties in the timescales required.	E
9	SPECIAL CONDITIONS RELATING TO THIS POST	
9.1	Enhanced DBS Disclosure required	E
9.2	Ability to travel within region without recourse to public transport	E

Summary of conditions

JOB TITLE:	Learning and Training Coordinator - Youth Promise
BASE:	Scala House (and travel around Birmingham)
STARTING SALARY:	£21,725
TOP OF BAND:	£23,580
WORKING WEEK:	Normal working hours are Monday – Friday, between 9am and 5pm; however the post holder may be required to work outside of the normal hours (evening and weekends). Overtime is not payable as Sova operates a time off in lieu system for any hours worked in addition to those stated.
HOURS OF WORK:	35 hours
PROBATIONARY PERIOD:	This post is subject to a 6-month probationary period. 1 weeks' notice is required on either side during probationary period. Once confirmed in post, notice is 4 weeks on either side.
CONTRACT:	This post is dependent on current funding. Whilst all efforts will be made to secure continuing funding Sova can only guarantee the post until June 2018
HOLIDAY ENTITLEMENT:	26 days per annum (pro-rata)
LEAVE YEAR:	April - March
PENSION:	Those meeting eligibility criteria will be auto enrolled with Standard Life
TRAVEL AND SUBSISTENCE:	All costs other than home to office are reimbursed according to regulations and within budget
CRIMINAL RECORD CHECK:	An enhanced DBS check is required for this post
ACCESS:	Sova's policy is to facilitate access for people with disabilities
SMOKING:	Smoking is not permitted in Sova buildings
ANY OTHER INFORMATION:	Parking facilities vary according to location