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**Pre-Employment Training Co-ordinator**

**Job Description**

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| **Area** | **:** | **Work-Based Learning** |

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| **Salary** | **:** | **£28,282 - £30,881 (*per annum)*** |

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| **Hours of Work** ***(Full-time/Part-time)*** | **:** | **37** |

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| **Line Manager** | **:** | **Employer Engagement & Relationship Manager** |

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| **Responsibility for**  | **:** | Co-ordinating Job Centre Plus Training Programmes, Community Learning and Short Courses; |
|  | **:** | Prepare and deliver employability programmes; *and* |
|  | **:** | Promoting and safeguarding the welfare of children and young persons in line with College policies. |

**Main Purpose of Job:**

To co-ordinate the delivery of pre-employment training programmes across 3 campuses. To support the identification of learners, liaising with key internal and external stakeholders to ensure that target numbers of enrolments and progressions are achieved. To work with curriculum areas to develop a programme of training to respond to local priorities.

To provide an excellent service in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders;
* is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
* is effective, efficient and provides excellent value for money;
* reflects the vision, mission, aims and values of the College;
* is innovative, developmental and sector leading; *and*
* promotes a culture of excellence and equality.

**Key Duties and Responsibilities:**

1. To co-ordinate a range of Job Centre Plus (JCP) training programmes which support adults into employment.
2. To co-ordinate with support from Worked based learning Manager’s pre- apprenticeship/Traineeship training programmes.
3. To support on preparing and delivering high quality employability programmes.
4. To meet with Job Centre Plus teams and Community Organisations as required to promote existing training programmes.
5. To be the link between curriculum teams in the development of new programmes.
6. To be the main point of contact for all referrals to these projects.
7. To monitor the quality of paperwork and ensure it meets contract requirements and audit requirements.
8. To prepare reports and statistical returns and maintain administrative systems as appropriate.
9. To enter, interrogate and analyse data on College information systems.
10. To support College external and internal events and activities with key employers and stakeholders.
11. Support quality improvement arrangements.
12. Take responsibility for self-development in line with College strategic aims.
13. To carry out all duties in accordance with College policies, procedures, and regulations and with full regard to Equal Opportunities legislation.
14. To provide cover for others with similar posts as required.
15. Other reasonable duties within the job holder’s capabilities.

*NB. This job description will be the subject of regular reviews with the Line Manager and may change following consultation.*

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission and values of the College.
3. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
4. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
5. To actively contribute to the risk management of the College.
6. To positively promote and implement the College’s strategies on equality, diversity, safeguarding.
7. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
8. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
9. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

**Pre-Employment Training Co-ordinator**

**Person Specification**

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** |
| Essential |  |  |  |  |  |  |
| * GCSE Grade C *(4/5)* in English and Maths *(or equivalent, or willingness to work towards an appropriate standard)*
 | **ü** |  |  |  | **ü** |  |
| Desirable |  |  |  |  |  |  |
| * IT qualification *(or willingness to work to achieve an appropriate standard)*
 | **ü** |  |  |  | **ü** |  |
| **Skills and Experience** |
| Essential  |  |  |  |  |  |  |
| * Experience of co-ordinating projects
 | **ü** | **ü** | **ü** |  |  |  |
| * Good working knowledge of Microsoft office suite of software and experience of Customer Relationship Management systems
 | **ü** | **ü** | **ü** |  |  |  |
| * Experience of working in the education sector as an Assessor/ Instructor or Lecturer
 | **ü** |  | **ü** |  |  |  |
| Desirable |  |  |  |  |  |  |
| * Supervisory experience
 | **ü** |  | **ü** |  |  |  |
| * Experience of working on programmes for unemployed people
 | **ü** |  | **ü** |  |  |  |
| * Experience of working on ESF funded programmes
 | **ü** |  | **ü** |  |  |  |
| * Advice and Guidance skills and experience
 | **ü** |  | **ü** |  |  |  |
| **Personal Attributes** |
| Essential |  |  |  |  |  |  |
| * Ability to co-ordinate training across several sites
 |  |  | **ü** |  |  |  |
| * High standards of customer care and attention to detail
 | **ü** |  | **ü** |  |  |  |
| * Possess excellent communication skills *(written and oral)*
 | **ü** |  | **ü** |  |  |  |
| * Ability to adapt to and manage change and to work flexibly
 | **ü** |  | **ü** |  |  |  |
| * Ability to meet tight deadlines and work under pressure
 | **ü** |  | **ü** |  |  |  |
| * Ability to work on own initiative as well as part of a team as required
 | **ü** |  | **ü** |  |  |  |
| * High levels of interpersonal skills
 | **ü** |  | **ü** |  |  |  |
| * A commitment to equal opportunities
 | **ü** |  | **ü** |  |  |  |
| * Commitment to continuous professional development
 | **ü** |  | **ü** |  |  |  |
| * Commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults
 | **ü** |  | **ü** |  |  |  |
| **Other requirements for employment** |
| Essential |
| * Enhanced DBS check
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Updated: January 2022