



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

## **Adult and Community Learning Coordinator (1 x full time and 1 x 22.2 hour contract)**

### **Adult and Community Learning**

Ref: VBSS22.35a

#### **1. The Appointment**

##### **ABOUT THE ROLE**

We are looking for a dynamic and enthusiastic individual to join our Adult and Community Learning Team that is focused on the development of training and educational opportunities for people in Mansfield, Ashfield and the surrounding areas. Duties will include liaison with the community and voluntary sector, community groups, internal college departments and other external agencies in order to identify needs and opportunities for learning and to organise delivery in local centres and within the college.

The ideal candidate will be required to work in partnership with internal colleagues and external agencies to set up a range of learning opportunities within the college and in the community, and as part of the Adult and Community Learning Team contribute to the planning, marketing and delivery of successful outcomes for learners.

A driving licence is required for this post.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

#### **2. The Post**

##### **2.1 Main Duties and Responsibilities**

- a) To work with internal and external colleagues to develop and coordinate community based and college based educational activities.
- b) Work with other members of the Adult and Community Learning Team and local stakeholders, including employers and organisations, to coordinate and develop community learning hubs in key areas.
- c) Work closely with Mansfield and Ashfield JCP and any other relevant organisations to identify local training needs and arrange suitable training to meet these needs in conjunction with delivery teams within the college where necessary.
- d) Carry out market research to determine education and skills requirements of the local communities and coordinate the planning of suitable courses that meet the needs of the local community. Enable learners to improve their skills in line with regional priorities.
- e) Provide information, advice and guidance to learners at the end of each course.

- f) Working with the Head of Department and Manager, develop and co-ordinate marketing and recruitment campaigns to promote the college's adult and community learning offer across our key market areas through visits to venues and communities, posters, flyers and social media.
- g) Liaise with the college marketing team to promote courses and attend events to promote Adult & Community courses.
- h) To liaise and network with internal and external customers, community groups and agencies, including attending appropriate networking meetings to promote the adult and community learning provision.
- i) To assist in the identification of appropriate venues for training and education in collaboration with partners in the community and evaluate the utilisation of existing learning venues.
- j) Carry out Health and Safety assessments on community venues to ensure they are suitable and adhere to regulatory requirements. Update Health & Safety records on a yearly basis.
- k) Monitor course bookings on an ongoing basis to ensure that courses are viable and meet the minimum number requirements. Liaise with other members of the Adult and Community Learning Team to keep relevant course tutors informed of progress.
- l) Coordinate learner enrolment activities and timely processing of paperwork, ensuring that all paperwork is properly completed and submitted to enable funding to be drawn down.
- m) Work closely with the central administration team, learner records team, and where applicable the exams team to ensure that funding drawn down is in accordance with the funding regulations.
- n) To monitor and evaluate activities monthly with reference to targets and achievements to be met and report to management. Provide monthly reports on new business, pipeline and expenditure and identified areas for growth.
- o) Promote the transition of learners from community courses onto main college accredited provision.

## **2.2 Other Responsibilities**

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

	Essential	Desirable
<b>Qualifications:</b>		
Advice & Guidance qualification or be willing to work towards within 6 months	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
ICT Level 2		✓
<b>Experience:</b>		
Working in partnership with internal and external customers, ideally including community groups and within local communities	✓	
Recent relevant experience of marketing products or services	✓	
Handling of confidential information		✓
<b>Skills /Knowledge:</b>		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Use of Microsoft office suite	✓	
The ability to meet deadlines	✓	
Excellent communication and interpersonal skills	✓	
The ability to co-ordinate and manage activities	✓	
Knowledge and understanding of people with training needs in the community		✓
A driving licence	✓	
Ability to work under pressure	✓	
Accuracy and attention to detail	✓	
<b>Qualities:</b>		
Commitment to Equality and Diversity	✓	
Commitment to community development	✓	
Commitment to team working	✓	
Flexible working	✓	
Professional approach	✓	
Confidence and enthusiasm	✓	

**4. Position within the College**

The Post holder will be part of the Directorate of Academic, Creative, Community, Digital and Professional Studies and report to the Adult and Community Learning Manager.

**5. Terms & Conditions**

- a) The post is offered on a Vision Business Support Services Contract and is subject to those terms and conditions.
- b) The salary will be VBSS Band 5, £22,304 per annum (pro rata for part-time hours). This is a spot salary.
- c) You will be required to work your contracted hours on a flexible basis, including evenings and weekends when necessary.

- d) You will be entitled to 25 days leave, plus bank holidays (pro rata for part-time hours).
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any college site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Sunday 26th June 2022**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.50.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**

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