

JOB DESCRIPTION



CLIMB 4

Job Title: Education and Training Co-ordinator

Location: Climb 4 Office
Reports to: Education and Training Manager
Hours: 37.5 hours
(fixed term continuation subject to funding)
Fixed Term 1st April 2024- 30th March 2026
Salary – £28,275

Team Lead: STEPP UP/Star delivery team, volunteers, work experience Students, apprentice, trainee, and STEPP up professionals (on progression pathway)
Post Reference No: L&D003

PURPOSE OF THE JOB:

To support the manager in the development of the Education and Training department of Climb 4. To co-ordinate the delivery and development of Climb 4's STEPP up and STAR pathways. Supporting participants, volunteers and trainees taking part and assisting them to move closer to employment. Be a part of developing the long-term plan of the Organisation, in line with Climb 4's Learning and Development values, goals and strategy. To co-ordinate weekly delivery of SHINE learning programme.

PRINCIPAL DUTIES / ACTIVITIES:

- Co-ordinate SHINE programme-referrals, training, policies/procedures
- Co-ordinate recruitment/retention of volunteers, trainees and work experience students (via development of STEPP up progression and professional bank)
- Deliver all STEPP up/STAR staff, volunteers, trainees and sessional workers inductions
- Provide line management to STEP up/ STAR volunteers, trainees, work experience students and sessional workers
- Ensure all STEP up/ STAR sessional workers have appropriate training, agreements in place, risk assessments and session plans before delivery.
- Co-ordinate, deliver and develop STEPP up Training pathway for participants, volunteers and trainees- eg Personal development, Peer Mentor, sessional pathway and placements
- Provide training and observations for STEPP up / STAR volunteers and sessional workers
- Recruit participants for both over 18 and NEET provision.
- Develop and Maintain positive working relationships with a wide range of partners in order to grow the provision.
- Represent Climb 4 at external events in a professional manner.
- Administration and financial activities- EG. auditing Purchase orders
- Monitoring and Evaluation
- Team environment coordination

PRINCIPAL LINE MANAGEMENT ACTIVITIES

- To deliver/collate appropriate levels and range of departmental performance-based reporting and associated information. Preparation and delivery of monthly reports and key performance indicators to Line manager, Directors & funding bodies
- In conjunction with the project manager, set and review annual budgets, future capital expenditure budgets/proposals, ensure compliance with the Company's financial authorities' procedure, monitors and reports on costs and ensures that departmental activity is within agreed budgets and authorities.
- Ensure compliance with Climb 4's financial authority's procedures.
- The overall co-ordination and undertaking of Line Management activities for STEPP up team/STAR staff.
- To motivate the performance of team by sending out weekly wellbeing emails and collating responses. Forwarding any issue / challenges to management.
- Setting project target and Individual learning plans for both staff and participants.
- Responsible for ensuring and maintaining robust and effective paths of information/communication/dissemination within the project and Climb 4 as a whole.

GENERAL

- The above principle accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulations (GDPR). Confidentiality must always be maintained.
- The post holder must be flexible to ensure that the operational needs of Climb 4 are met.
- The Health and safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take care for the health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Trust's and Club's Safety policy(s).
- Demonstrates a commitment to the principles of safeguarding children and vulnerable adults and to ensure that the culture, philosophy and processes of Climb 4's Safeguarding Policy are followed and fully understood. The post holder's duties must always be carried out in compliance with Climb 4's Safeguarding Policy.

KNOWLEDGE, EXPERIENCE AND SPECIALIST SKILLS

Essential

- Degree level qualification
- Project co-ordinator experience
- A minimum of two years' experience of Teaching within the community or a developmental/educational setting
- Experience of delivering Personal Development / Employability programmes or workshops
- Experience of leadership and management of teams and volunteers
- Experience of developing and maintaining successful relationships with learners and a range of stakeholders.
- SEND experience/qualification
- Experience of working and developing relationships with commercial/community partners.
- Can articulate and demonstrate a clear understanding of the writing of reports based on evidence and data analysis.
- Highly developed networking skills.
- Highly developed knowledge and experience of Safeguarding Policy and legislation
- Working knowledge of General Data Protection Regulations (GDPR).
- Good IT skills and experienced in using Microsoft Office packages and other CRM tools.

Desirable

- Teaching qualification
- Knowledge and experience of working with education providers/ Community and statutory organisations
- Experience in managing budgets and financial reporting.
- Safeguarding and Prevent Qualification
- Worked with volunteers
- Experience and knowledge of working in the Voluntary and Community Sector.
- Understanding/experience of the processes of working with funders and governing bodies.
- Experience of writing bids for community projects.
- Experience in community development work.

PERSONAL QUALITIES

- Highly developed advocacy, negotiating, and training skills.
- Professional approach, attention to detail and excellent customer service skills.
- Ability to exchange in writing, wide ranging complex and contentious information and submission of complex reports to others for decision on key issues.
- Well-developed networking skills.
- Ability to work under pressure and meet competing deadlines.
- Good interpersonal skills.
- Excellent planning and organisational skills.
- Ability to use initiative, flair and creativity.
- Able to work as part of a team, to lead and motivate staff.
- Excellent work ethic.
- Willing to learn and develop skills.