



Workers' Educational Association

**WORKERS' EDUCATIONAL ASSOCIATION
North East Region**

21 Portland Terrace, Jesmond, Newcastle Upon Tyne NE2 1QQ

January 2017

Dear Applicant,

Project Organiser: HLF Educational Campaigning in the WEA and affiliated organisations in the North East 1918-1928 fixed term 18 months

Thank you for showing an interest in our recent advertisement.

We have put together a pack of information that should provide you with a clear understanding of the role and the context that it will operate in. The contents of the pack are:

- Background
- Job description
- Person specification
- Summary of contractual terms and conditions

The application form and equal opportunities monitoring form for you to complete are enclosed as an additional document.

Please refer to the job description and person specification when completing the application form, to ensure that you include all relevant information about yourself.

Please note: we will only consider applications on the enclosed application form and emailed to the address given below. Any application not emailed or not using the correct form will be excluded from selection.

Please ensure that your completed application and equal opportunities monitoring forms are emailed to northeast@wea.org.uk by the closing date of noon Thursday 19th January 2017

The interview will be held Thursday 26th January 2017 at the Newcastle Regional Office.

Further information on the WEA including our equality and diversity policy and statements can be found on our website: <http://www.wea.org.uk>.

Once again thank you for your interest.

Kind regards,

Anne Staines
Regional Education Manager



WORKERS' EDUCATIONAL ASSOCIATION North East Region

BACKGROUND INFORMATION

Founded in 1903, the Workers' Educational Association (WEA) is a charity and the UK's largest voluntary sector provider of adult education. In 2012/13 we delivered 9,700 part-time courses for over 70,000 students in England and Scotland with classes in almost every local authority area and our work in England was assessed in 2014 as 'Good' by Ofsted.

With the support of over 400 local branches, 3,000 volunteers, 2,000 part-time tutors and our active membership, the WEA provides high quality, student-centred and tutor-led education for adults from all walks of life. We bring education into the heart of communities, helping people learn whatever they want – from Maths and English to local history. Our courses are created and provided through our regional offices and volunteer-led branches, often in partnership with local community groups and organisations.

We believe learning is for everyone and learning is for life. It helps people feel that anything is possible. It can be life-enhancing and life-changing – improving health, self-confidence and creating positive changes that ripple out from individuals to communities.

WORKERS' EDUCATIONAL ASSOCIATION
North East Region

Job Description

Job Title:	Project Organiser fixed term
Job Location:	North East Region – based in Newcastle Upon Tyne
Salary Scale Grade:	Grade C Subject to forthcoming job evaluation, grading and salary review
Hours:	17.5 per week (0.5 FTE)
Contract:	18 month fixed term

Key Purpose: Responsible for developing, delivering and monitoring the successful outcomes of the Heritage Lottery Funded (HLF) project “Educational campaigning within the WEA and affiliated organisations in the North East 1918-1928”

Scope:

The post-holder will:

- report to the Regional Growth and Education Development Manager
- work closely with Project Board and partners and other project team members
- work closely with the North East WEA Regional Education Manager, and other managers
- work closely with other project staff/tutors/volunteers as appropriate
- have delegated budgetary responsibilities for project activities and events, up to £5k
- the post holder has no line management responsibility

Key Responsibilities:

- To meet project outcomes agreed as part of Grant Agreement with Heritage Lottery Fund, including completion of monitoring reports
- Develop project activities around the key outcomes in liaison with the Regional Growth and Education Development Manager
- Recruit and support volunteers, facilitating and developing voluntary activity within the project
- Pursue outreach work in the North East to identify and engage organisations and individuals to engage in the project programmes and activities
- Work effectively with WEA staff members to engage WEA branches and volunteers in the project



Workers' Educational Association

- Liaise with appropriate organisations and individuals to secure appropriate venues for project activities
- Prepare publicity in liaison with volunteers and partners including newsletter, press releases, social media, websites.
- Market activities ensuring effective publicity
- Widen participation and extend the reach of the project by building and maintaining partnership arrangements with relevant organisations
- Report promptly on project activities, progress, issues and outcomes
- Develop and administer systems to maintain up to date projects files with all key documents required by Heritage Lottery Fund and WEA for project delivery, partners, and audit, including:
 - Project activity records and timesheets
 - Liaising with WEA finance staff to ensure accurate systems for project finance records
 - Ensure that a comprehensive and complete record of project and partner contact information and contracts, Service Level Agreements. is available
 - Admin support for the project board
 - Paper and electronic systems for project archives
 - Timely and effective project tracking procedures for monitoring progress against targets and key deliverables
 - Align project admin systems with other WEA systems and procedures, such as weaMIS and Open Accounts
 - Liaise with colleagues, partners and funders in the North East and other WEA Regions to ensure project compliance with administrative systems and procedures
- Respond verbally or in writing to project related enquiries or direct to the appropriate person

Staff Development and Training

- Take responsibility for own CPD
- Undertake any necessary training, as appropriate to the role

Other responsibilities

- Comply with all WEA policies and procedures
- Undertake any other reasonable duties as required
- Build sound working relationships with WEA Regional and Association Services staff, voluntary members, tutors and partners to ensure qualitative and quantitative targets are reached.



Workers' Educational Association

WORKERS' EDUCATIONAL ASSOCIATION

Person Specification

Job Title: Project Organiser fixed term 18 months

Job Location: North East Region – based in Newcastle upon Tyne

Essential Criteria:

- Project organisation and experience in:
Administration, including financial record keeping
- Working effectively and collaboratively with staff, activists and volunteers
- Research skills in history, including archives and online
- Organisation of events and learning activities
- Experience of marketing to and recruiting from members of the general public in a community context
- Good degree level qualification, or equivalent and/or experience at project organiser level
- Knowledge and understanding of the basic principles of project organisation
- Teaching and learning within an adult education context and/or of community development with people from diverse backgrounds
- Effective written, verbal and interpersonal communication skills including use of social media, blogs.
- Proven ability to maintain accurate and comprehensive records, analyse and report on activity
- Leading an area of activity, gaining support and respect of others and working in partnership with other individuals and organisations
- Proven ability to develop and support volunteer activity
- Strong track record in prioritising personal workload to meet deadlines
- Demonstrable numeracy skills e.g. maintaining budget figures accurately
- Excellent ICT skills including Microsoft Office suite applications (for example word processing, email, spreadsheets, database, publishing software) and evidence of application in a work context
- Ability and willingness to undertake evening and weekend work and to travel throughout the North East and occasionally within the UK
- Hold a valid current passport

Desirable Criteria:

- Qualification in Regional or Cultural History
- WEA vision, plans, procedures and policies

WORKERS EDUCATIONAL ASSOCIATION

North East Region

Project Organiser HLF 0.50 fte fixed term 18 months

SUMMARY OF CONTRACTUAL TERMS AND CONDITIONS

Location:	North East Regional Office (Newcastle)												
Salary Scale Grade C	POINT 11 £23,903 (Normal starting salary, pro rata) POINT 12 £24,784 POINT 13 £25,665 POINT 14 £26,546 POINT 15 £27,427												
Hours of Work:	17.5 hours per week 0.5 FTE												
Annual Leave:	30 days plus UK bank holidays and the period between Christmas and New Year (pro rata)												
Pension:	WEA defined contributions pension scheme managed by NOW: Pensions <table data-bbox="638 1220 933 1422"> <tr> <td>You Pay</td> <td>WEA Pays</td> </tr> <tr> <td>2%</td> <td>3%</td> </tr> <tr> <td>3%</td> <td>4%</td> </tr> <tr> <td>4%</td> <td>5%</td> </tr> <tr> <td>5%</td> <td>6%</td> </tr> <tr> <td>6%</td> <td>7%</td> </tr> </table>	You Pay	WEA Pays	2%	3%	3%	4%	4%	5%	5%	6%	6%	7%
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Parental Leave:	Generous WEA Parental and Personal Responsibilities Leave												
Other Benefits	Child Care Voucher scheme in operation Season ticket loans available for public transport users Cycle Scheme Employee Assistance Programme Credit Union												