



WORKERS' EDUCATIONAL ASSOCIATION NORTH WEST REGION

September 2017

Dear Applicant,

**Building Better Opportunities (BBO) Digital Inclusion – Employability Project / Trainer Co-ordinator (PTC) post for the Include IT – Mersey Project in Liverpool City Region (0.8 FTE, 28 hours per week).
Fixed term December 2018.**

This post is funded by The Big Lottery Fund and European Social Fund

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 & 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 recruitment@wea.org.uk by the closing date of 28th September 2017 before 5pm. Interviews will be held in Liverpool on 4th October 2017.

Further information on the WEA including our Equality, Diversity and Inclusion Policy and Statements can be found on our website: <http://www.wea.org.uk>.

Once again thank you for your interest.

Kind Regards

Julie Ballantyne
Regional Education Manager

Registered Charity in England and Wales (number 1112775) and in Scotland (number SC039239) and a Company limited by guarantee in England and Wales (number 2806910)
Registered office: 4 Luke Street, London, EC2A 4XW



WORKERS' EDUCATIONAL ASSOCIATION NORTH WEST 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 2015/16 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.

Building Better Opportunities (BBO)

Big Lottery Fund is matching funds from the European Social Fund (ESF) 2014-2020 to invest in local projects tackling the root causes of poverty, promoting social inclusion and driving local jobs and growth.

Include IT – Mersey

Funded by the European Social Fund (ESF) and the Big Lottery Fund, the Include-IT Mersey project will provide targeted, personalised digital skills development and employment support to digitally excluded, unemployed/economically inactive residents of the Liverpool City Region (LCR) to improve their basic ICT and online skills, confidence and access to digital technologies, enabling them to overcome barriers resulting from a lack of digital skills.

Although the project's primary focus is Digital Inclusion (DI), our delivery model is firmly set in the context of skills/employment and will ultimately support participants to progress towards employment or further training, helping those furthest from the labour market to become more job ready.



 <small>Workers' Educational Association</small>	Job Description		
Job Title:	BBO Include-IT Mersey (Digital Inclusion) - Project / Employability Trainer Co-ordinator (PETC)		
Region:	WEA North West Region – covering Sefton and Halton Areas within Liverpool City Region (LCR)		
Grade:	Grade 4	FTE & DURATION	0.8 FTE until Dec 2018
Reports to:	Area Education Manager or Education Coordinator		
Direct reports:	<p>The post has local direct line management responsibilities for monitoring, administration and compliance and is expected to provide leadership and support in order to ensure the integrity of the agreed approach and delivery of outcomes and targets.</p> <p>The post holder will have direct line management responsibility for the administrative and compliance position.</p>		
Place of work:	WEA Liverpool Regional Office		
Purpose of the role:	<p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society." All posts will also support the WEA's three strategic objectives: Educational Excellence, Sustainability and Profile raising.</i></p> <p>The post-holder will be responsible for all aspects of the WEA delivery within the Building Better Opportunities (BBO) Digital Inclusion - Mersey IT covering Sefton and Halton areas within LCR. The role will work closely with a range of stakeholders which are likely to include; Project lead and partners, community organisations, service providers (e.g. DWP, JCP) employers, WEA members, volunteers, staff and project participants.</p> <p>The post-holder will also be required to deliver sessions and/or provide cover for staff delivering courses targeted at eligible local working age people to increase their employability skills and move closer to / into employment and training.</p> <p>She/he will be expected to represent the WEA and promote both the Association and the value of adult education in relevant contexts.</p> <p>This post is funded by The Big Lottery Fund and European Social Fund</p>		



KEY AREAS OF RESPONSIBILITY

WEA courses are taught and organised by a team of dispersed tutors and staff, sometimes working remotely and flexibly. This requires close and co-operative working relationships with tutors, WEA Regional Organisers and other key staff, partners and volunteers for the benefit of current and future students.

1. Responsibility for arranging the Include IT – Mersey delivery in Sefton & Halton, supporting the recruitment of participants, and organising WEA education provision to meet BBO Include IT – Mersey project outputs and outcomes.
2. Ensure BBO compliance with all administrative, tracking and reporting requirements of the project by completing and returning all project documentation as required.
3. Attend, participate and represent the WEA in all Include IT – Mersey project meetings.
4. Undertake outreach and recruitment activities to ensure project digital inclusion and employability engagement targets achieved.
5. Assist in monitoring and evaluation of the Include IT – Mersey project using project management tools and techniques and liaising with the other organisations involved.
6. Develop and maintain networks and partnerships in the local community or area to identify project development opportunities, anticipate change and respond to educational and social disadvantage.
7. Provide line management for a team of staff to deliver the project activities.
8. Contribute to the development and delivery of project self-assessment, strategic and quality improvement plans and targets.
9. Promote the Include IT – Mersey project to local community and potential stakeholders through effective dissemination of project information.
10. Identify both WEA / BBO operational and contractual risks within the Include IT – Mersey project and to work with project partners, WEA colleagues to mitigate against significant risks to the project's success.
11. Undertake teaching duties as appropriate.
12. Demonstrate commitment to equality, diversity and inclusion and ensure provision of student support in relation to suitable venues, access issues, health and safety and addressing barriers to learning.
13. Represent the Association, act as an advocate for adult and community learning and disseminate key messages about the Association's Impact.
14. Undertake such other duties as reasonably requested by your manager.



PERSON SPECIFICATION

Essential Criteria

Qualifications

- Degree level qualification or equivalent
- Teaching qualification or equivalent community learning experience

Knowledge & experience

- Clear understanding of the barriers faced by vulnerable and disadvantaged groups, especially in relation to IT, demonstrating ways that they have successfully overcome them.
- Track record of mobilising a range of partners from community, third sector and statutory agencies in the effective delivery of change.

IT and Training Skills

- Excellent IT skills including a significant commitment to the use of educational and communications software to support teaching, learning and development.
- Experience of delivering IT training to disadvantaged participants in the community
- Demonstrable effective communication skills, including the ability to build and sustain relationships with local community and voluntary groups.

General

- Demonstrable methodical and accurate approach to work.
- Effective organisational and time management skills.
- Ability to monitor progress, work to targets and work with data.
- Numeracy skills (e.g. proven ability in managing and reporting budget figures accurately)
- Ability to operate on own initiative, respond flexibility to new challenges and to work effectively in teams.
- Commitment to comply with all the Association's Policies and Procedures, i.e. Code of Conduct, Health and Safety and EDI Policy.

Desirable Criteria

- Experience of developing, delivering and teaching a digital or ICT programme.
- An appreciation of the challenges of working for a Charity to improve lives.
- Understanding of European funding regimes e.g. European Social Fund.
- Willingness to undertake evening and weekend work and to travel within the region.



SUMMARY OF CONTRACTUAL TERMS AND CONDITIONS

Location:	Based at WEA Liverpool Office, working within Sefton and Halton												
Salary Scale Grade 4	MINIMUM £24,836 Normal starting salary - pro rata basis for part-time staff MEDIAN £26, 677												
Hours of Work:	28 hours per week												
Annual Leave:	30 days plus UK bank holidays (Pro rata for part-time posts) and the period between Christmas and New Year.												
Pension:	WEA defined contributions pension scheme managed by NOW: Pensions <table> <thead> <tr> <th>You Pay</th> <th>WEA Pays</th> </tr> </thead> <tbody> <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> </tbody> </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												