



WORKERS' EDUCATIONAL ASSOCIATION NORTH WEST REGION

December 2017

Dear Applicant,

Building Better Opportunities (BBO) – Digital Training Coordinator post for the BBO ReachIT Project – Digital Inclusion in Lancashire (0.6 FTE, 21 hours per week). Fixed term until 31st March 2020

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 5pm on Tuesday 2nd January 2018.

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

Louise Barrowcliffe

Louise Barrowcliffe
Recruitment Advisor

Registered Charity in England and Wales (number 1112775) and in Scotland (number SCO39239) 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.



 Adult Learning Within Reach	Job Description		
Job Title:	BBO DIGITAL TRAINING CO-ORDINATOR (ReachIT)		
Region:	North West Region - Lancashire		
Grade:	4	FTE & DURATION	0.6 FTE Fixed term until 31/03/2020
Reports to:	BBO Project Manager		
Direct reports:	None		
Place of work:	Preston		
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 co-ordinating all aspects of digital training within the Building Better Opportunities (BBO) ReachIT Lancashire Digital Inclusion Project.</p> <p>She/he will be responsible for supporting the 50 member groups of the ReachIT Partnership and their digital inclusion engagement staff to meet the digital training requirements of the Project.</p> <p>She/he will work closely with a range of stakeholders which are likely to include; Local Authority staff, community organisations, service providers (e.g. GPs, DWP, JCP) employers, WEA members, volunteers and staff. 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 jointly funded by The Big Lottery Fund and European Social Fund</p>		
KEY AREAS OF RESPONSIBILITY			
<p><i>WEA courses and activities are taught and organised by a team of dispersed delivery staff (including tutors and staff), sometimes working remotely and flexibly. This requires close and co-</i></p>			



operative working relationships with tutors, WEA Regional Organisers and other key staff, partners and volunteers for the benefit of current and future students.

- Understanding and effectively sharing the vision of Digital Inclusion for people who are eligible BBO beneficiaries in Lancashire.
- Managing the relationship with Good Things Foundation to enable ReachIT BBO partners to deliver Learn My Way training to such beneficiaries
- Ensuring relevant BBO outcomes for all participants are comprehensively recorded in the Management Information System
- Supporting the ReachIT Partnership and its five Area Digital Partnerships to share best practice in IT training amongst partners.
- Delivering direct training to Digital Champions where appropriate and ensuring that this training is cascaded to Digital Buddies.
- Ensuring that delivery partners are fully aware of and able to discharge their training responsibilities in line with the plan, and can provide clear evidence of impact in line with funding requirements.
- Developing links with local colleges, training providers and other community organisations to establish ongoing IT training opportunities for participants
- Ensuring outreach and recruitment activities deliver the Project's community engagement targets.
- Demonstrating commitment to equality, diversity and inclusion and ensuring provision of student support in relation to suitable venues, access issues, health and safety and addressing barriers to learning.
- Being accountable for and responsible for overseeing proper spending of the Project's capital budget for IT equipment.
- Participating and representing the WEA in all relevant Project meetings.
- Undertaking such other duties as reasonably requested by your manager.



PERSON SPECIFICATION

Essential Criteria

Qualifications

- Degree level qualification or equivalent

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 flexibly 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 and delivering a Digital Inclusion 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:	Preston												
Salary Scale Grade 4	Range £24,836 (Normal starting salary) - £26,677 per annum Pro rata for part-time posts												
Hours of Work:	21 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												