 Adult Learning Within Reach	<b>Job Description</b>		
<b>Job Title:</b>	<b>Flexible Learning Project Organiser</b>		
<b>Business Unit:</b>	Association Services		
<b>Grade:</b>	4	<b>FTE</b>	1.0 FTE, Fixed term One Year
<b>Reports to:</b>	Flexible Learning Project Manager		
<b>Direct reports:</b>	Sessional Tutors		
<b>Place of work:</b>	Home Based		
<b>Purpose of the role:</b>	<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."</i></p> <p>The Flexible Learning Project will develop and test new models of delivery of basic skills training to people either in or returning to the workplace. The project is a Partnership led by the WEA with funding from the Department of Education. The Project Organiser will be a key post in ensuring that the Project meets its stated targets in the recruitment, retention and success of learners.</p>		


#### **KEY AREAS OF RESPONSIBILITY**

1. Tutor recruitment, providing induction and ongoing information, advice and support to tutors, digital champions/mentors on all aspects of their role on the project
2. Project delivery organising and implementing workshops, courses and activities including and supporting curriculum development.
3. Undertaking outreach work including providing presentations and writing briefs for relevant organisations to engage adults from the project target groups.
4. Supporting partners to recruit new students and tracking progress and achievement.
5. Develop opportunities and support for students to progress into other WEA mainstream provision, peer support, employment pathways or other activities where appropriate.
6. Monitor quality of project provision using appropriate methods e.g. analysis of Management Information System data.
7. Address any identified issues arising from project delivery in liaison with the Project manager.
8. Monitoring progress against project outputs, milestones and outcomes and producing reports for the Project as required.
9. Ensure all records are maintained and stored securely and confidentially, adhering to appropriate data protection procedures.
10. Collect and prepare case studies and impact assessments on project outcomes and impact as

required

11. Undertake other relevant duties at the direction of the Flexible Learning Project Manager.

To be used in conjunction with relevant Person Specification.

 Adult Learning Within Reach	<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential (✓)</b>	<b>Desirable (✓)</b>	<b>Assessment Method (for recruitment only) A – application form I – interview T – test</b>
<b>Education &amp; Qualifications</b>			
Degree-level qualification or equivalent		✓	A
Teaching qualification (Level 4)		✓	A
<b>Experience</b>			
Experience of working in partnership and/or networking with public, private and third sector agencies.	✓		A/I
Experience of delivering learning and related project activity.	✓		A/I
Experience of teaching and/or organising adult learning including creating a safe and secure learning environment.	✓		A/I
Experience of reporting on project outputs, outcomes & impact to funding bodies.	✓		I
Successful experience in line management and ability to motivate staff to achieve targets and deadlines	✓		I
Experience of project management		✓	A/I
Experience of undertaking and reporting on OTLA visits		✓	A/I
Experience of working in a voluntary/charity organisation		✓	A
<b>Knowledge &amp; Skills</b>			
Effective written, verbal and interpersonal communication skills	✓		A/I
Organisational skills to meet deadlines	✓		A/I
Knowledge of Ofsted Common Inspection Framework		✓	A/I
An active commitment to equality and diversity	✓		A/I
Computer Literacy (including use of social media platforms).	✓		A/I
Knowledge and experience of quality assurance processes.		✓	A/I
<b>Additional Requirements</b>			
Comply with all WEA's Policies and Procedures, i.e. Code of Conduct, Health and Safety and Equality and	✓		A/I

Diversity Policy.			
Willingness to undertake occasional evening/weekend work and travel	✓		

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