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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | Education & Training Support Officer |  |
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| **SALARY** |
| Grade E  GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade. |

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| **CONTRACT DETAILS** |
| Permanent  36.66 hours per week |

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| **ACCOUNTABLE TO** |
| Senior Team Leader |

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| **RESPONSIBLE FOR** |
| Supporting three cohorts of Team programme learners per academic year |

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| **OVERVIEW OF THE POST** |
| The Education & Training Support Officer supports programme delivery on King’s Trust.  The Education & Training Support Officer will support the Team Leaders on all aspects of delivery including the recruitment of learners, preparing resources, completing administrative tasks and providing classroom management support. The Education & Training Support Officer is also required to drive the minibus to transport staff and learners to and from activity locations throughout the programme of learning. |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Supporting on all aspects of Team programme with 3 cohorts of learners per academic year, building vocational, personal development and employability skills of learners leading to positive destinations. * Driving * Deputises the Team Leaders/tutors during training/annual leave/sickness absence * Supporting on other programmes of learning as required   Achievement of a range of KPI targets including the number of young people recruited and their retention on the programme; assessment and achievement of qualifications and positive outcomes |
| **Business & Service Development**   * Supports development of Groundwork King’s Trust Team and connected services * Manages & develops relationships at project level e.g. community organisations, referral partners and employers * Identifies opportunities to enhance learner experience * Uses internal and external data relating to teaching, development of young people and employment progression in specialist field, and shares learning within team to inform service development and practice |
| **Financial and Resource Management**   * Responsible for project budgets including travel, refreshments and activity budgets * Carrying out regular vehicle maintenance checks and booking vehicles in for repairs as required * Plans for effective use of resources within projects * Maximise draw down on relevant programme funding contracts whilst keeping expenditure within agreed limits |
| **People Management & Development**   * Supervision of volunteers or trainees * Supervises work and supports the development of the Assistant Team Leader * Shares specialist skills and knowledge with others * Embeds culture and values through own behaviours and providing supportive challenge to others |
| **Internal Management**   * Embeds policy and procedure at project level * Supports delivery of business improvement priority plans with focus on continuous improvement relating to teaching and IAG * Supports organisational needs/development as required |
| **Other**   * Eg Deputise for Team Leaders/tutors to cover short-term capacity gaps and absence * Perform all other duties as assigned |

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| **Person Specification** | |
| **Essential Experience**   * Experience of leading or supporting the delivery of education or training programmes for youth and/or adults * Understanding of different learning needs and inclusive education practices * Relevant experience of developing and managing partnerships with training and education providers, employers and specialist support services.   Experience of using IT, email, internet and word processing | **Desirable Experience**   * Internal assessment and verification processes. * Experience of working within a target driven environment * Experience of Quality Management and Compliance |
| **Essential Knowledge, Skills and Qualifications**   * Relevant qualification in education or training (L3 or above) * D1 Minibus driving license * Ability to build positive, supportive relationships with learners, staff and community partners * Competence in facilitating group learning activities and providing one to one learner support * Knowledge of barriers to learning and strategies to support engagement and progression * Ability to challenge effectively | **Desirable Knowledge, Skills and Qualifications**   * Either hold, or be willing to work towards Assessor’s Award |
| **Values and ethos:**  Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation.  Passion for the organisation and our work.  Actively seeks learning and development. | |

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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system. * Comply with the organisation’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment. * This post will be subject to a basic DBS check. * We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above. |

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| **PREPARED BY:** | Jill Eckersley |
| **PREPARED ON:** | 15/04/25 |