

August
2026

ADULT COMMUNITY LEARNING RECRUITMENT PACK

www.groundworknorthwales.org.uk/training





Groundwork Training

Groundwork North Wales is the lead provider of Adult Community Learning (ACL) across Wrexham and Flintshire and has been delivering programmes through this funding since 2018.

Funded through the North East Wales Adult Community Learning Partnership and the Welsh Government Adult Community Learning Grant, our ACL provision offers a range of fully funded learning opportunities for adults aged 19 and over living in Wrexham and Flintshire. Our courses help learners from the hardest to reach communities develop skills, build confidence, improve wellbeing, and progress towards further learning, volunteering, and employment.

We have also recently expanded our reach through partnership working with the Conwy Employment Hub, enabling more learners in Conwy to access and benefit from our training offer.

 <https://www.groundworknorthwales.org.uk/training>

 training@groundworknorthwales.org.uk

 01978 757524



Our Impact 2024-2026

During 2024 to 2026

"All of this helps me build my confidence. I can see that I'm learning stuff all the time – which gives me even more confidence."



33,913
of learning
hours delivered

99 year
our oldest
learner



6,671
learners

"I look forward to every session; it has become the highlight of my week."



121
different
course locations



1,007
courses
delivered



Learner Quote:
“I was pleased that it wasn't like school. It's all about learning together, not being talked at.”

ACL Roles

Our Adult Community Learning (ACL) programme is growing, creating exciting opportunities for more people to join our team and help deliver life-changing learning in communities across North Wales. Every day, our tutors support people to take their first steps back into learning, build confidence, develop essential life skills, improve wellbeing, and progress towards employment and new opportunities.

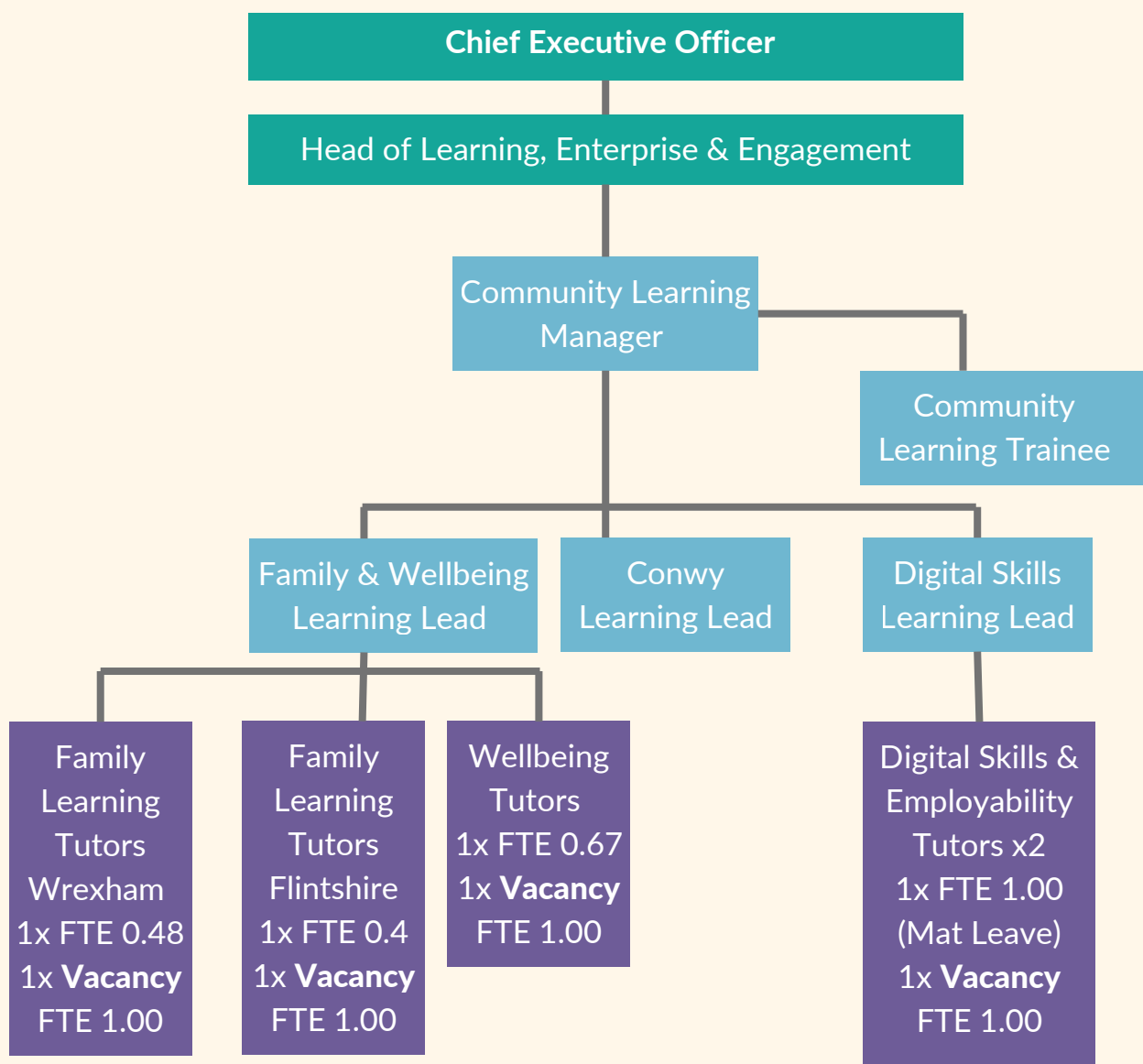
We are currently recruiting for the following roles:

- Digital Skills and Employability Tutor
- Family Learning Tutor (Flintshire)
- Family Learning Tutor (Wrexham)
- Wellbeing Tutor

As part of our passionate and supportive team, you will deliver engaging learning opportunities in community venues, including schools, working with learners of all ages and backgrounds. Our learners are people who may face barriers to learning, including low confidence, limited skills or qualifications, unemployment, financial challenges, literacy or digital skills needs, and difficulties accessing opportunities in their local area. We take a learner-centred approach, delivering learning in a friendly and welcoming environment, meeting their needs and that of the community.



ACL Team Structure



Job Description(s)

Job Title:	Wellbeing Tutor, Family Learning Tutor, Digital Skills and Employability Tutor
Salary:	£25,750
Hours:	Up to 37.5 hours per week

All roles requires flexibility to work across curriculum areas and geographical locations to respond to learner demand, provide cover for colleagues and support the successful delivery of the Adult Community Learning programme.

The tutor will also contribute to wider community learning activities, learner recruitment, quality assurance processes and community engagement events to ensure high-quality learning experiences and positive outcomes for learners.

Wellbeing Tutor

The Wellbeing Tutor will work directly with adult community learners, delivering engaging accredited and non-accredited learning opportunities in community settings and other outreach locations. The focus of the role is to engage and support adults through the delivery of learning programmes that improve confidence, health and wellbeing, literacy, numeracy, digital skills and/or lifelong learning opportunities.

[Job Description and Person Specification](#)

Digital Skills and Employability Tutor

The Digital Skills & Employability Tutor will work directly with adult community learners, delivering engaging accredited and non-accredited learning opportunities in community settings and other outreach locations. The focus of the role is to engage and support adults through the delivery of learning programmes that improve employability and digital skills as well as lifelong learning opportunities for learners.

[Job Description and Person Specification](#)

Job Description Cont.

Family Learning Tutor

The Family Learning Tutor will work directly with parents, carers, families and community learners, delivering engaging accredited and non-accredited learning opportunities in schools, community settings and other outreach locations. The focus of the role is to engage and support parents, carers and families through the delivery of family learning programmes that improve confidence, wellbeing, parenting skills, literacy, numeracy, digital skills and/or lifelong learning opportunities. The role will enable parents and carers to become more involved in their children's learning whilst developing their own skills, confidence and aspirations.

70

60.65

Wrexham
[Job Description and
Person Specification](#)

Flintshire
[Job Description and
Person Specification](#)

Pre-employment checks

As part of our safer recruitment process, the successful candidate will be required to undertake a DBS check (and, where applicable, a barred list check) at the appropriate level for the role. Any information disclosed will be considered fairly and discussed with you before any decisions are made. A criminal record will not necessarily prevent you from being offered employment.

General duties and responsibilities

Be open to further development and additional training to meet the needs of the role. Comply with all Groundwork North Wales policies and procedures, including confidentiality, safeguarding and GDPR. Uphold the organisation's Values & Behaviour Framework, complete all required mandatory training and be open to new development opportunities.

This job description may be reviewed and updated by mutual agreement.

All employees must adhere to the Groundwork North Wales Values & Behaviour Framework in all aspects of their work.

Person Specification (all roles). See the Job description for role-specific requirements.	Essential	Desirable
Education & Qualifications		
Level 3 Award in Education and Training (or equivalent) or commitment to achieve.	✓	
Level 2 English and Mathematics (GCSE or equivalent).	✓	
Relevant vocational, community learning or experience.	✓	
Agored Cymru Introduction to Assessment training (or willing to complete).	✓	
Knowledge and skills		
·Strong communication and interpersonal skills.	✓	
Ability to motivate and support learners with varying needs.	✓	
Good organisational and time management skills.	✓	
Ability to work independently and as part of a team.	✓	
Good digital skills and ability to complete accurate administrative records.	✓	
Understanding of safeguarding and equality principles.	✓	
Ability to work flexibly across curriculum areas and locations.	✓	
Experience		
Experience of supporting adults who are disengaged from learning.	✓	
Experience of planning and delivering learning sessions.	✓	
Experience of maintaining learner records and programme paperwork.	✓	
Experience of using digital systems and IT equipment.	✓	
Delivery of accredited learning.		✓
Experience of supporting community engagement events.		✓
Experience of collecting learner voice and case studies.		✓
<u>Miscellaneous</u>		
Full UK driving licence with ability to drive across Wrexham, Flintshire and N Wales.	✓	
Able to move and transport equipment across multiple venues on a daily basis	✓	
Committed to equality, diversity, inclusion and CPD	✓	
Ability to work occasional evenings and weekends.	✓	

Who we are looking for



At Groundwork North Wales, we believe great tutors are defined by more than qualifications and experience.

While the person specification sets out the skills and experience we are seeking, we recognise that not every suitable candidate will meet every requirement. If you are passionate about helping people learn and achieve their potential, we would encourage you to apply.

We are looking for people who can build positive relationships and create supportive, inclusive learning environments. Many of our learners face barriers to participation or may not have had positive experiences of education in the past. Success in these roles often comes from patience, empathy and the ability to help learners progress at a pace that works for them.

Our approach to delivering our courses is that they are learner centred so we prefer tutors who listen, adapt their approach, encourage confidence and recognise that everyone learns differently.

Teaching skills and qualifications can often be developed through training and experience. What matters most is your attitude, aptitude and commitment to supporting others to succeed.

If you believe in the potential of every learner and want to make a positive difference in your community, we would love to hear from you.

OUR VALUES

PEOPLE



PLACES



PLANET



INCLUSIVE

➤ We create a supportive, safe and adaptive environment where everyone is accepted, heard and valued.

➤ We enable access to natural spaces, embracing diverse perspectives and creating opportunities for all.

➤ We actively support access to green and blue spaces and empower all to take positive actions for our planet.



PROGRESSIVE

➤ We continually embrace change and develop new ways of working.

➤ We create dynamic spaces for communities, empowering them to be resilient and make sustainable changes.

➤ We foster behaviour change for the benefit of the planet, building resilient communities and green and blue spaces.



IMPACTFUL

➤ We support people in making long lasting and beneficial changes, helping them to realise their full potential.

➤ We support communities with meaningful and sustainable initiatives, creating a positive and lasting impact on their green and blue spaces.

➤ We seek to make changes to the planet that are meaningful and lasting, prioritising nature throughout our projects.



COLLABORATIVE

➤ We nurture and share individual strengths and ideas to work towards a common goal.

➤ We encourage communities to take pride in and reflect their own values and aspirations in our shared spaces.

➤ We actively engage with others, working together towards a better future for our planet.



INSPIRING

➤ We provide people with the opportunity to express themselves, try new things and follow their interests.

➤ We help communities to connect to their green and blue spaces and natural heritage.

➤ We provide people with the tools to think creatively about protecting the planet and instilling a love for nature.



Charity registration no. 1093176



Charity registration no. 1080838



Charity registration no. 1004132

OUR STRATEGY 2024-2027

Mission: To improve the natural environment and the places in which people live, enhancing their wellbeing and prospects whilst contributing to the resolution of the climate and nature emergencies.

OUR IMPACTS

We help people improve their prospects and wellbeing through meaningful and quality interventions.



OUR GOALS

Improve skills, increase confidence, wellbeing and employability to help people overcome hardship and isolation.

HOW



Employability & skills programmes.



Adult community learning.



A comprehensive health, wellbeing and social inclusion offer developed.



Household bill reduction.



Volunteering opportunities.

OUR IMPACTS

We protect and enhance green and blue spaces for people and nature.



OUR GOALS

Champion nature conservation through positive and proactive land management and help more people to connect with and value nature, biodiversity and open spaces.

HOW



Habitat management & conservation programmes.



Biodiversity improvement and actions.



Community engagement in conservation and environmental activities.

OUR IMPACTS

We protect the planet with practical action to reduce waste and combat climate change.



OUR GOALS

Promote and encourage others to embrace a repair, reuse, recycle and carbon reduction way of living and working.

HOW



Programmes to help people and businesses reduce their use of natural resources.



Carbon literacy & climate change awareness.



Waste reduction through repair, reuse and recycle initiatives.



Diversion of waste from landfill.



Charity registration no. 1093176



Charity registration no. 1080838



Charity registration no. 1004132



Benefits

- 25 days annual leave per annum, plus bank holidays
- Pension contribution
- Occupational Sick Pay
- Mobile phone for business use for relevant roles
- Free onsite parking
- Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support

Diversity and Inclusion

We are committed to promoting equality, diversity, and inclusion in everything we do. All employees are expected to uphold these values by supporting our Equality, Equity, Diversity and Inclusion Policy, eliminating discrimination, and ensuring fair and inclusive service delivery and employment practices.

As a **Disability Confident Employer**, we welcome applications from all backgrounds and strive to create a workplace where every voice is valued and respected

If you require any adjustments during the recruitment process, please let us know—we are here to support you!



How to apply



For an informal discussion about this role, please contact recruitment@groundworknorthwales.org.uk to arrange a mutually convenient time to talk.

Please send a CV and a covering letter explaining why you feel you would be suitable and how you meet the requirements of the person specification to recruitment@groundworknorthwales.org.uk

Closing date: 31st August 2026 @5pm

Interviews: Will be held on 7th, 8th and 10th September 2026.

Interviews will be held at Groundwork North Wales, 3-4 Plas Power Rd, Tanyfron, Wrexham, LL11 5SZ

Not sure whether to apply?

If you're excited about this role but don't meet every requirement, we'd still love to hear from you. We value attitude, potential, transferable skills and lived experience, alongside a genuine commitment to supporting learners and helping people succeed.

Please note, we reserve the right to close this vacancy earlier than the specified closing date if we are in receipt of sufficient applications. We therefore encourage applicants to apply early if you wish to be considered for this post.