GROUNDWORK
CHANGING PLACES
CHANGING LIVES

GROUNDWORK
YORKSHIRE

Groundwork Yorkshire

JOB TITLE: West Yorkshire Learning Co-ordinator

REPORTS TO: West Yorkshire Communities Manager

RESPONSIBLE FOR: Tutors, administrative support, sessional staff, and volunteers associated with learning provision

LOCATION: Based at Groundwork Yorkshire's Learning Centre, Morley, Leeds.

HOURS OF WORK: 37 hours per week, term-time (36 weeks) plus 4 weeks

SALARY: £26,153 pro rata, £34,000 per annum FTE

HOLIDAYS: 25 days, plus 8 bank holidays (pro-rata). Holidays are to be taken during term/half term breaks only.

PURPOSE OF JOB

The Learning Co-ordinator will lead the delivery, quality and development of Groundwork Yorkshire's adult learning provision, initially focusing on the Leeds City Council Tailored Learning Contract. The role ensures provision is compliant, effective and responsive to local needs, while identifying opportunities to expand learning programmes and generate new income.

Working within the West Yorkshire Communities team, you will build partnerships with local authorities, community organisations, schools, employers and funders to develop new learning opportunities across adult, family, community and employability provision. You will contribute to funding applications, tenders and partnership proposals, while maximising the use of Morley Learning Centre as a hub for community learning.

The role requires strong programme management, organisational and relationship-building skills, alongside creativity, initiative and the ability to develop new opportunities that extend Groundwork's reach and impact.

DUTIES AND RESPONSIBILITIES

Learning delivery and contract management

- Act as the lead for Groundwork Yorkshire's Tailored Learning Contract, maintaining effective relationships with Leeds City Council and other relevant stakeholders.
- Ensure all contractual requirements are met, including learner enrolment, programme administration, data recording, Maytas returns, invoicing, monitoring and reporting.
- Attend relevant contract and partnership meetings and ensure actions and requirements are followed through effectively.
- Coordinate quality assurance activity, including SAR/QIR returns, observations, internal and external verification and continuous improvement.
- Lead on the management and administration of other learning contracts and commissioned programmes as they are secured.
- Monitor programme budgets and expenditure, ensuring that learning provision is delivered effectively and within agreed financial parameters.
- Coordinate the learning timetable and ensure appropriate tutors and sessional staff are recruited, supported and available to meet programme requirements.
- Ensure schemes of work, lesson plans, learner feedback and other required documentation are in place and appropriately monitored.
- Work collaboratively with administrative staff, tutors and volunteers to support effective, efficient and high-quality programme delivery.

Development and growth of learning provision

- Lead the development of new learning opportunities, ensuring that Groundwork's provision responds to identified community needs, local priorities and emerging funding and commissioning opportunities.
- Develop and expand provision in areas including, but not limited to, adult learning, family learning, community learning, employability, skills development and other areas aligned with Groundwork's charitable objectives.
- Build and maintain relationships with local authorities, funders, community organisations, schools, employers, training providers and other partners to generate and develop new opportunities.

- Contribute to and, where appropriate, lead the development of funding applications, tenders, expressions of interest and partnership proposals.
- Take ownership of progressing opportunities from initial idea or conversation through to development, funding application, mobilisation and delivery.
- Work collaboratively with colleagues across Groundwork Yorkshire to identify opportunities to integrate learning provision with existing community, environmental, lifelong learning, employability and other programmes.
- Develop opportunities to generate income through learning provision, including appropriate paid-for courses and training.
- Maximise the use and impact of the Morley Learning Centre by developing relationships with organisations and groups that could benefit from using the Centre for learning and related activities.

Marketing, engagement and partnerships

- Work closely with the marketing team to promote Groundwork Yorkshire's learning provision through appropriate digital, community and partnership channels, helping to recruit learners and raise awareness of the learning offer.
- Represent Groundwork Yorkshire's learning provision at community events, networking opportunities and partnership meetings, raising awareness of available opportunities and identifying potential new learners, partners and sources of support.
- Build and maintain effective relationships with existing and potential partners, actively developing opportunities for collaboration and ensuring that agreed actions and opportunities are followed through.
- Ensure that the learning offer remains responsive to local needs, using learner and partner feedback, alongside insights from community engagement, to inform future programme development.

Team and organisational contribution

- Work as an active and integral member of the Communities team, contributing ideas and expertise and supporting the development of wider team programmes and initiatives.
- Develop effective working relationships across Groundwork, sharing expertise and identifying opportunities for joint working and programme development.
- Represent Groundwork Yorkshire positively at external meetings, networks, events and partnership forums.

- Ensure that classrooms, equipment and learning resources are maintained in a safe, appropriate and welcoming condition.
- Comply with Groundwork's Health and Safety, Equality Diversity Inclusion and Safeguarding policies and procedures at all times.
- Undertake any other reasonable duties consistent with the nature and responsibilities of the post.
- Undertake occasional evening or weekend work as required to support community engagement, events and programme delivery.

PERSON SPECIFICATION

Learning Co-ordinator

EDUCATION AND QUALIFICATIONS

Essential

- Relevant qualification in education, learning, training, community development or a related area, or demonstrable equivalent experience.
- Robust understanding of safeguarding responsibilities with work aimed at children, young people and vulnerable adults.

Desirable

- Teaching/training qualification such as PTLLS, AET or equivalent.
- Relevant project, programme or management qualification.

EXPERIENCE

Essential

- Experience of coordinating and delivering adult, community, employability or other learning provision.
- Experience of working with learners from a range of backgrounds and with varying abilities and needs.
- Experience of managing programme information and data monitoring, to meet reporting requirements.
- Experience of working to contractual, funding or commissioning requirements.

- Experience of coordinating quality assurance, monitoring programme performance and supporting continuous improvement.
- Experience of working in partnership with external organisations.
- Experience of identifying and developing new opportunities, from concept to delivery.
- Experience of building and maintaining effective relationships with partners and stakeholders.

Desirable

- Experience of working within the voluntary, community or not-for-profit sector, or a demonstrable understanding of its operating environment.
- Experience of successful funding applications, tenders or expressions of interest.
- Experience of developing new income-generating or commissioned services.
- Experience of working with local authorities, funders or training providers.
- Experience of developing adult or family learning provision.
- Experience of working with employment, skills or employability programmes

KNOWLEDGE

Essential

- Understanding of the adult and community learning environment.
- Knowledge of effective learner recruitment and community engagement approaches.
- Knowledge of quality assurance processes – learner feedback programme evaluation and continuous improvement
- Good understanding of partnership working in a learning context.
- Knowledge of the barriers that can prevent adults and families from accessing learning.
- Understanding of financial management – budgets and monitoring expenditure.
- Good working knowledge of Microsoft Office applications, including Word, Excel, Outlook PowerPoint and cloud-based applications such as Teams and One Drive.
- Understanding of safeguarding, equality and diversity and health and safety requirements.

Desirable

- Knowledge of local authority adult learning provision and funding arrangements.
- Knowledge of relevant employment and skills programmes and funding opportunities.
- Knowledge of funding and commissioning processes within the voluntary and community sector.

SKILLS

Essential

- Excellent written and verbal communication skills.
- Strong relationship-building and networking skills.
- Ability to coordinate learning programmes, monitor contractual and quality requirements and maintain accurate records.
- Ability to coordinate and support tutors, sessional staff, administrative colleagues and volunteers to ensure effective programme delivery.
- Ability to identify opportunities and turn ideas into practical, deliverable projects.
- Strong funding application and proposal-writing skills, or the ability to demonstrate equivalent written development skills.
- Excellent organisational and administrative skills, with the ability to manage competing priorities and meet deadlines.
- Ability to work independently and use initiative.
- Ability to manage budgets and monitor expenditure.
- Ability to analyse information and use data to inform programme development.
- Ability to work collaboratively across an organisation.

PERSONAL ATTRIBUTES

The successful candidate will be:

- Proactive, self-starting and entrepreneurial, with the creativity and initiative to identify, develop and pursue new learning opportunities.
- Results-focused and motivated by achieving positive outcomes.
- Confident in developing new relationships and representing Groundwork externally.

- Positive and enthusiastic about lifelong learning and its impact on individuals and communities.
- Able to work independently while contributing effectively as part of a wider team.
- Adaptable and comfortable working in a changing environment.
- Resilient and able to manage competing demands and deadlines.
- Professional, approachable and able to communicate with people from a wide range of backgrounds.
- Committed to equality, diversity, inclusion and safeguarding.
- Willing to develop their own skills and contribute to the development of colleagues and the wider organisation.

OTHER REQUIREMENTS

- Ability to travel to other Groundwork offices, community locations and partner venues as required.
- Willingness to undertake occasional evening or weekend work where required.
- Access to a car, with a valid driving licence and appropriate business insurance, where required for the role is desirable.