

JOB DESCRIPTION

JOB TITLE: Community Learning Liaison Co-ordinator

Grade: S01

Responsible to: Head of Area

Responsible for: Establishing and consolidating links with community partners and employers, supporting course recruitment, embedding employment standards in curriculum, leading a team of volunteer learning ambassadors, identifying new sources of funding for the department, teaching.

Purpose of the job:

To support the Head of Department by consolidating and establishing new links with community partners to support the delivery of a Community Learning curriculum that targets hard to reach adult learners who face the greatest barriers to learning, including those with mental health needs.

To liaise with partners and the local community to identify possible opportunities to establish new full cost curriculum that supports local people to pursue personal fulfilment through hobbies, pastimes and interests.

To work with employers, Job Centre Plus and Bolton Council to ensure the effective running of Sector Based Work Academies.

To liaise with employers to ensure that the Community Learning curriculum effectively embeds employability standards with excellent progression routes to further learning and employment.

To lead a team of volunteer Community Learning Ambassadors to ensure they are effectively supporting recruitment, advice and guidance for the department, engaging in community work and gaining useful skills that will help them get employment.

In pursuance of Bolton College's Mission and Values, assist in achieving the strategic objectives and outcomes of the College.

THE ANNUAL WORKLOAD WILL INCLUDE THE FOLLOWING KEY RESPONSIBILITIES AND DUTIES:

Planning

1. To work with existing partners to ensure curriculum effectively targets hard to reach communities throughout the borough.

2. To establish new partnership links to maximise the impact of curriculum on hard to reach communities, especially with regards to developing Mental Wellbeing curriculum.
3. To liaise with JCP and Bolton Council to ensure the effective running of Sector Based Work Academies.
4. To represent the college at Sector Based Work Academy Open Days.
5. To support the embedding of employability skills throughout the Community Learning curriculum by liaising with employers and vocational curriculum areas at the college.
6. To carry out mock interviews to help learners develop employability skills.
7. To promote the Community Learning curriculum at external events.
8. To lead and manage a team of volunteer Community Learning Ambassadors.
9. To provide training to Community Learning Ambassadors so that they can advise and inform other students about progressions and destinations.
10. To support Community Learning Ambassadors to progress into employment or voluntary work with external community agencies.
11. To identify opportunities for establishing full cost courses in the community relating to personal interests, hobbies and pastimes which will deliver additional revenue for the department.
12. To research and create marketing material for the department.
13. To attend external events to support recruitment to Community Learning courses.
14. To carry out inspections of venues other than the college campus to ensure they are suitable for the delivery of college courses within them.

In carrying out his/her duties the appointee must:

15. Undertake such other duties as may be required by the Principal commensurate with the grade and nature of the post.
16. Attendance at external meetings, curriculum planning activities and staff training and briefing events.
17. Promote and market the College positively and professionally at all times through formal and informal locations.
18. The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies for the Corporation.
19. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.

20. To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the College Data Protection Controller.
21. Comply with and be aware of the College's Health & Safety policy and associated procedures.
22. Ensure a safe working environment for all learners at all times.
23. Comply with all College's Personnel Policies and Procedures.
24. Maintain knowledge of, and implement College policies.
25. To engage in continuous professional development.
26. To understand and apply the principles of equality of opportunity in an academic context.
27. Have a positive commitment to inclusive learning.
28. Undertake appropriate training and staff development as requested by SMT.
29. Be able to commute effectively between all College sites.
30. Remain current by keeping abreast of up to date curriculum understanding and course options through various internal and external arrangements and processes.
31. Must be prepared to work some evenings and weekends.
32. To be fully aware of and comply and promote the Colleges Equality Scheme and all other policies, including Financial Regulations.
33. Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
34. To ensure commitment to customer care at all times.
35. The post holder will demonstrate a clear understanding and commitment to the College values and ethos identified within the Strategic framework.