



Job title	EMPLOYMENT AND SKILLS OFFICER
Hours	37 per week
Salary	£20,000-24,000
Location	Witton Lodge Community Association
Accountable to	Employment and Skills Development Manager
Post term	Fixed Term (12 months)

Working relationships

Internal	External
Board members	Voluntary and Community Organisations
Senior managers	Service providers / Strategic partners
Co-workers, staff, volunteers	Funders and commissioners
	Professional advisers and services

Job Purpose

With a proactive work-first approach, you will design and deliver a range of accredited and customised training programmes to support unemployed residents into sustainable employment.

Key tasks and responsibilities

- Support the delivery of employability and skills services through participating in a range of projects and initiatives to support learning, development and employment
- Assist in the recruitment and induction of learners and carry out initial assessments; identifying appropriate personal development, skills and employability training to support progression into work.
- Develop and deliver a range of accredited and customised training and development interventions, ensuring all accredited training is delivered to regulatory, qualification bodies and funder requirements.
- Manage a caseload of learners, organise learning and development interventions, monitor and track progress and support ongoing development
- Maintain appropriate records including records of progression, individual training plans and report on progress and outcomes in appropriate formats to meet the needs of funding, regulatory and qualification bodies;
- Provide an assessment and verification service for a range of accredited qualifications;
- Contribute to service improvement of our Employment and Skills team and wider organisation

PERSON SPECIFICATION

Skills, Experience and Qualifications

Essential	Desirable	Assessment
<p>Qualifications</p> <ul style="list-style-type: none"> Teaching qualification (Certificate in Education Training or equivalent) Training Assessment and Quality Assurance (TAQA) or equivalent 	Mentoring and coaching Level 3	Application form
<p>Experience and knowledge</p> <ul style="list-style-type: none"> Experience of delivering ESF/ SFA funded training programmes Experience of designing, developing and delivering accredited training programmes Experience of administrative processes associated with funding, regulatory and awarding bodies. Good knowledge and experience of addressing the wider barriers that prevent unemployed adults and young people from entering the world of work. Managing caseloads, delivering results and reporting on achievement of targets to internal and external stakeholders 		Application form/ Interview
<p>Skills</p> <ul style="list-style-type: none"> Positive, enthusiastic approach to problem solving with a "can do" attitude. Compassionate and empathetic, with the ability to develop relationships with team and customers. Excellent team-working skills; able to work in a flexible, collaborative and supportive manner. Excellent organisation and planning skills Good IT skills, including word processing, spreadsheets, email, web research and presentations. Willingness to learn and develop Proof of continued professional development 		(Interview/ assessment)
<p>Others requirements</p> <p>Appropriate DBS checks will be required</p>		

3. STATEMENT

As a Community Association, WLCA exists to work with and for its communities in Perry Common. Community and accountability are important to us and our work reflects these values. We believe that through our professionalism, dealing with people transparently, honestly, fairly, respectfully and with good humour, we will demonstrate an inclusive approach and excellent service to everyone we work with.

The job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes to and developments in business requirements.

A 6 month probationary period applies to all WLCA appointments, which may be extended at the discretion of the Association. WLCA has a governance framework that includes Financial Standing Orders and Delegated Authorities. If you have budgetary or financial responsibility you are required to follow this framework.

The information being handled by employees of WLCA is considered confidential to the Association. Failure to respect the confidential nature of this information will be regarded as a serious misconduct and will result in action under the Disciplinary Policy including possible dismissal. In the case of computerised information, this could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, clients and visitors.

The Association is committed to Equal Opportunities in employment and access to services. It is our aim to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, nationality or ethnicity. WLCA is responsible under equality and diversity legislation to ensure equality issues are promoted and you are expected to work with WLCA to fulfil these obligations and policies.

Employee Signature:	Date:
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Line Manager Signature:	Date:
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