



THE FOUNDATION FOR ACTIVE  
COMMUNITY ENGAGEMENT

## Foundation for Active Community Engagement (FACE)

Based at: St Andrews MYC, Elm Park, Filton, Bristol BS34 7PS

<b>Post Description</b>	<b>Education &amp; Training Development Worker</b>
<b>Employer</b>	Foundation for Active Community Engagement (FACE)
<b>Managed by</b>	Charity Director
<b>Hours</b>	14 hours p/week
<b>Salary</b>	£14.45p.h. (not expected to work unsocial hours)
<b>Purpose of the job</b>	<p>To create and deliver education and training packages, in partnership with council community learning team and education providers.</p> <p>To coordinate the accreditation offered at FACE.</p> <p>To 'champion' the value of accreditation, education, and training at FACE.</p> <p>To support and encourage Development Workers and other staff to promote, provide, and complete accreditation work with members.</p> <p>To actively develop the educational work of FACE.</p>
<b>Funding</b>	<p>This post is currently part-funded through grants from Community Learning and Alternative Education provision. This post will be a fixed term contract for one year, with expectation for extension, but is dependent on continued funding of this work.</p> <p>Part of the role will be focused on targeted fundraising to support the continuance of this work.</p>

### Main duties and responsibilities

1. To create and deliver education, training, and accreditation packages which meet the needs of people in the community. The training and accreditation FACE offers should cater for different learning styles and abilities and ensure people are supported to reach their full potential, adapting resources and teaching styles as appropriate; *This will involve researching, planning, and delivering relevant training and accreditation schemes and supporting development workers to access accreditation work; ensuring schemes are fully accessible to members. This will also include promotion of training and accreditation schemes and positive publicity through newsletters, local press, social media, and the website.*
2. Through the Leadership Team, to encourage and enable the FACE Development Workers to promote training and accreditation opportunities within their teams and identify any training & development needs related to accreditation. To encourage FACE to recognise, promote, and award accreditation throughout its work and assist with the organisation of award presentations at events such as FACE's AGM; *This will involve liaising with Development Workers to inform them about Training and Accreditation opportunities and work with them to identify training needs within the FACE team and amongst members.*
3. To complete administrative tasks as required to enable the training and accreditation work to be successful, including the safe, timely, and effective collection, submission, and storage of schemes of work, session plans, evidence, internal moderation of evidence as required, ordering and distribution of certificates, and compliant safe-keeping of personal information about members. To produce quarterly reports for the Leadership Team; *This will include following FACE's Data Protection and Information Sharing procedures, liaison with the Administrative Assistant and Development Workers, keeping workspaces and electronic equipment tidy and maintained, completing reports, photocopying and collation of evidence and keeping administrative monitoring up to date. This will include monitoring training and accreditation quality within FACE and feeding back to the Charity Director as needed.*

4. To liaise with the Leadership Team, Community Learning Team and accrediting bodies (e.g. ASDAN) regarding FACE's training and accreditation targets and status and ensure that FACE complies with all relevant subscriptions and contracts, as well as all reporting, submission, policy, and monitoring guidance; *This will involve website use, email, meetings, and telephone contact, and liaising with the Leadership Team as needed.*
5. To oversee and manage any tutors that FACE employs to deliver training and education packages; *This will include involvement in recruitment, supervision, and management of staff and delivery targets.*
6. To develop new areas of work and partnerships within training and accreditation and seek out new funding opportunities in order to enhance FACE's training and accreditation offer to all ages. To actively support fundraising, with agreed annual targets for fundraising to be met; *This will include researching new projects and funding streams, liaising with the Charity Director as needed. This will include completing funding applications, engaging others in fundraising and reporting on targets. This may include supporting occasional weekend activities such as local festivals or community events, and other fundraising activities.*
7. To take positive steps to counter discrimination however and whenever it occurs; to observe equalities legislation, and to operate within Safe From Harm guidelines; *This will involve challenging behaviour and attitudes sensitively, ensuring that everyone follows FACE's rules and policies, as well as helping to form and develop future policies and procedures. This may also include whistle-blowing if colleague's practice is witnessed which goes against the policies and ethos of FACE.*
8. To encourage support for the work of FACE by fostering good relationships with members, parents/carers, neighbours, council officers, funders, partners, and related organisations; *This will involve promoting and upholding the core values of FACE throughout communications with others.*
9. To take an active role in Leadership Team and community meetings as required and ensure FACE is seen as an active partner working with others to meet aims. To encourage high profile of training and accreditation within the community to raise self-esteem and ambition. To develop and maintain personal and professional skills and capability through participation in staff team (and individual) training, supervision, and development activities as required, in order to develop the work of FACE and the post holder's skills and abilities; *This will include attending meetings and events, communicating well with others, completing supervision and training as required.*
10. To ensure the good Health & Safety of the premises and good Well-being of all staff and users is maintained; *This will include following Health & Safety & Safeguarding procedures, liaising with the Charity Director on a regular basis and reporting any concerns or issues.*

## Person Specification

### **Qualifications:**

A Level 4+ qualification in education (or adult education) is essential for this post. *(A trainee post, already enrolled on training, may be considered dependent on experience)*

A willingness to learn and commitment to professional and personal development is essential.

You must be willing to undertake at least one work-based training course each year, as well as 2 annual full team training days.

A good range of qualifications is desirable, to evidence ability to complete the wide range of administrative, delivery and management tasks required in this post.

### **Skills:**

You must be approachable and have an open communication style that enables you to communicate easily with people.

You should be organised, methodical and have good time management skills.

A good knowledge of education pathways and curriculum packages is essential. Awareness of SEND issues is desirable.

A good working knowledge of Microsoft packages is essential, as you must be able to type session plans, short reports and create and maintain registers and databases relating to accreditation.

You will be taking a lead on accreditation supporting youth & community workers to deliver accreditation work, therefore experience in this field is desirable.

Awareness of Health & Safety, Safeguarding, Data Protection, and Information Sharing are desirable.

***Personality:***

You must be self-motivated, honest and reliable.

You should be compassionate and patient, with a good sense of what is fair.

You should be aware of your own values and how these affect your judgements.

An ability to promote the learning of knowledge and social skills through fun and 'safe' activities is essential.

You should be encouraging and motivating to others, and a fair and trusted enabler of action. Your practice should inspire others.