



**WORK AT**  
**SHIPLEY**  
**COLLEGE**

## Community Learning Coordinator

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### ShIPLEY College - Great people, great place!

**Hours:** 2 days per week (flexible).

**Salary:** Actual salary £9,413.51 - £9,927.57 per annum pro rata

**Closing Date:** Monday 22 July 2024, at 09:00. *(We may close the advert early if sufficient applications are received. So early applications are advised)*

**Interview Date:** To be confirmed

**Start Date:** September 2024 (subject to satisfactory pre-employment checks)

Are you committed to addressing inequalities and building stronger communities? Are you a passionate advocate of lifelong learning? Then we want to hear from you! We are looking to recruit a Community Learning Coordinator to shape and champion our Adult and Tailored Learning offer.

Unemployment rates in Bradford are higher than the national average and above average numbers of residents have low or no qualifications. Engaging in adult learning is a transformative source of social value to our community that opens doors and creates the active citizenship skills they need to build a bright future for themselves, their families and their communities.

You will ensure that Tailored Learning funding is targeted at communities and individuals who are the most under-resourced and / or living complex and challenging lives to support them to take their first steps back into learning. You will work with colleagues from across the organisation including Heads of Department and the Business Development Team to plan an offer that engages learners, reignites a passion for learning, builds confidence, supports children's learning, promotes health and wellbeing, and develops stronger communities. Your work will enable adults in the district to progress into formal learning, volunteering or into the workplace. Your work will transform lives.

If you are passionate about community engagement, can build strong relationships with a wide range of external stakeholders and are skilled at creating opportunities to make a positive difference to individuals and communities, then we look forward to receiving your application.



| Benefits we offer include:   | We are looking for someone who:  |
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| <ul style="list-style-type: none"> <li>● Enhanced Annual Leave</li> <li>● Enhanced pension contributions</li> <li>● Access to a free gym on-site</li> <li>● Reduced cost of train travel*</li> <li>● Access to free on-site car parks</li> <li>● Professional Development opportunities</li> <li>● Shopping discounts with discount app</li> <li>● Occupational Health Services</li> </ul> <p>*qualifying period applies</p> | <ul style="list-style-type: none"> <li>● Level 2 (equivalent Qualification in Maths and English Language.</li> <li>● Excellent communication, customer service and interpersonal skills.</li> <li>● Experience of impactful community engagement.</li> <li>● The ability to engage a range of internal and external stakeholders.</li> <li>● An excellent networker who can build relationships of influence to create opportunities.</li> </ul> |

**How to Apply:** Application forms can be obtained from [www.shipley.ac.uk](http://www.shipley.ac.uk). Completed applications should be submitted to [jobs@shipley.ac.uk](mailto:jobs@shipley.ac.uk)

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| <p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p> | <p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p> |
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## Job Description

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|-----------------------|--------------------------------|
| <b>JOB TITLE</b>      | Community Learning Coordinator |
| <b>RESPONSIBLE TO</b> | Head of Business Development   |

### INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### OVERALL PURPOSE OF THE JOB

- To shape, coordinate and promote the College Tailored Learning contract and ensure that it is fully utilised to progress individuals into further learning and/or work.
- To build and nurture strong relationships with internal colleagues and community based organisations that lead to course delivery in areas of the community that are most under resourced and develop clear progression pathways into further learning and / or work.
- To undertake regular review and reporting on the impact of the Tailored Learning budget.

### DUTIES AND RESPONSIBILITIES

- To support in the successful delivery of the Adult Tailored Learning budget.
- To attend delivery review (ILR) meetings and monitor the delivery of the Tailored Learning contract.



- To grow the College's network of community based partners, particularly in areas which are under resourced.
- To listen to communities and advise of a programme of activities that meet the needs and aspirations of individuals and groups.
- To plan and deliver engagement activities in communities to promote the benefits of engaging in learning and development.
- To ensure that learners have access to high quality and timely CEIAG before, during and at the end of their learning journey as required.
- To liaise with heads of department to create progression pathways from Tailored Learning courses onto accredited learning and into work.
- To report on participation and progression rates from the provision.
- To gather feedback from learners to demonstrate the impact of community learning on the individual and communities, including collecting case studies.
- To provide administrative support in connection with the management of the contract.
- To support with student enrolments and setting high expectations around attendance.
- To use own initiative within agreed guidelines to respond to routine correspondence.
- To liaise with marketing to prepare materials for promotional events, and to correspond with attendees and partners about arrangements.
- To represent the College at various events.
- To be a passionate advocate for lifelong learning.
- To take a lead on planning promotional events including ensuring that risk assessments have been carried out.

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.



- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



## PERSON SPECIFICATION

Please ensure that you address in turn, each of these criteria in your application by providing evidence of how you meet the relevant criteria

### ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

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| A good standard of education including Level 2 Literacy and Numeracy (or equivalent) or willingness to work towards ( <i>if working towards this must be started in the first year of employment and completed by the end of year 2</i> ) |
| Experience of impactful community engagement and building relationships for influence across a wide range of stakeholders   |
| Experience of arranging / delivering engaging activities with diverse community groups  |

### HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

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| A Degree or professional qualification which is appropriate to the role/work   |
| Proven track record of achieving targets and meeting deadlines   |
| High standard of written and verbal communication tailored to meet the specific needs of the audience  |
| Effective presentation, organisational and administrative skills demonstrating, accuracy and attention to detail, and working under pressure |
| Ability to work on own initiative and effectively as a member of a team  |
| Good level of IT skills including use of spreadsheets to record and access information   |
| Ability to work on own initiative and effectively as a member of a team  |
| Experience of supporting Adult Education / Lifelong Learning   |
| Experience of supporting / delivering events to promote community engagement   |
| Able to work flexible hours when required  |
| Excellent communication skills   |
| Creative approach to problem solving   |
| Highly productive and accountable  |
| Ability to use initiative  |

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

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| Knowledge and experience of additional educational needs              |
| Knowledge and experience of Equality, Diversity and Inclusion         |
| Knowledge and experience of Safeguarding and the PREVENT agenda       |
| Clean driving licence and access to a car with business use insurance |



## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**97% of students agree that the College is a safe place to learn.**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**96% of students agree that College staff are friendly and helpful.**

