

Community Learning Champions

Job Description

Job Title:	Community Learning Champion
Salary:	£17,550 (pro-rata)
Hours:	16hrs
Responsible to:	Burngreave Area Learning Co-ordinator
Responsible for:	N/A

Job summary:

The Community Learning Champion will engage and develop potential learners and learning opportunities in their respective areas; building confidence and overcoming barriers to learning

Specific Duties and Responsibilities

Working under the supervision and together with the Burngreave Area Learning Coordinator the Learning Champion will:

- work across the whole of the specified area, promoting adult and community learning locally and driving up participation levels.
- Actively recruit and support a target of 420 (2020) learner engagements,
- Recruit new learners to training courses
- Reach out to those hardest to reach
 - Isolated groups from BME communities
 - In the most deprived areas
 - To help local people overcome barriers
 - Work with those furthest from employment, who are embarking on a return to learning/skills, with a view to moving onto vocational studies and eventually employment, or who want to become active citizens in their own communities
- Increase the level of both attendance and retention on local training courses
- Encourage individual progression from learning to ;
 - Further training
 - Volunteering
 - Employment
- Increase the provision of local learning and training to meet the needs and demands of learners by putting on additional courses; Acting as a two-way

channel of communication, ensuring the local offer meets the needs of learners and potential learners.

- Prepare Course Plans for each term and agree them with the line manager.
 - Book venues, Tutors etc
 - Arranging for staff at HOC to prepare paper work for all Tutors and tutors to get the paper work.
 - To discuss with HOC line manager ways to meet provision- where gaps appear
- Work in partnerships with community organisations, schools, key workers and other learning providers in the area.
- Attend and participate in citywide Learning Champion networks, attend local and relevant city wide public events to disseminate information and promote learning and attend local learning partnership meetings to report on their work.
- Attend all relevant LLSC meetings with other champions to be updated on policy and national and local developments.
- Seek to increase the numbers of learners engaged year on year, as part of the agenda of the Community Learning Trust.
- Ensure compliance with LLSC and host organisations Equality & Diversity, Safeguarding and Health & Safety policies
- Participate in appropriate training courses
- Work as part of the staff team and community of the YCA
- Carry out other duties as agreed with the BALWG and agreed with YCA's adult learning manager.
- Complete NLDC learner engagement records and arrange for their entry onto the data base of all Learner Engagement, details of intervention and any progression on a monthly basis. These original forms need to be kept in a file at YCA, in month order.
- Complete weekly time sheets.

PERSON SPECIFICATION

	Essential	Desirable	Evidence
1. Education.			
A good level of education	✓		Paper qualifications
A recognised qualification in adult training		✓	Paper qualifications
2. Experience			
Voluntary or professional work with community groups and individuals	✓		Application and interview
Organising and managing volunteers		✓	Application and interview
Voluntary or professional work in training or adult education	✓		Application and interview
Recent personal experience of adult learning	✓		Application and interview
3. Knowledge required.			
Awareness of health and safety issues		✓	Application and interview
Awareness of equality and diversity/equal opportunities	✓		Application and interview
Practical use of IT systems	✓		Application and interview
Understanding of the barriers to adult learning	✓		Application and interview
4. Skills required			
Communication skills	✓		Application and interview
Good verbal and written skills	✓		Application and interview
Ability to work as a member of a multi skilled team	✓		Application and interview
Self motivation	✓		Application and interview
Ability to prioritise work, work on own initiative and work to deadlines	✓		Application and interview
Possession of a clean current driving license	✓		Paper qualifications

Other information

- i) The successful candidate will be expected to undertake any appropriate training and gain appropriate qualifications as required by the line manager
- ii) The appointment is subject to satisfactory enhanced police clearance and references

Some evening and weekend work could be required for which time off in lieu can be taken.