

## JOB DESCRIPTION

<b>Job Title</b>	Skills Officer – Functional Skills
<b>Job Holder</b>	
<b>Responsible to:</b>	Skills Coordinator (Functional Skills)
<b>Responsible for:</b>	

<b>Main Duties:</b>	To deliver innovative functional skills projects to young people (16 to 19) and adults aged 19+ in outreach centres across Sunderland, South Tyneside and County Durham, addressing issues of unemployment and personal and social skills development; ensuring young people are ready for the world of work and enabling adults to begin or return to employment.
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### Responsibilities and duties relevant to this Role:

- Develop and deliver employability and skills sessions and programmes relating to functional skills to young people and adults.
- Deliver commercial holiday activities, evening and weekend sessions linked to skills at the Beacon of Light
- Develop relationships with young people and adults who attend Foundation schemes
- Ensure sessions delivered are 'Ofsted ready' in line with current frameworks for inspection
- Guide participants through challenging periods and help guide them in changing attitudes and behaviour
- Actively recruit learners from key recruitment partners to fulfil programme targets
- Challenge participants, particularly young people, in a positive manner to help improve their personal and social skills
- Assist with tournaments/challenge events
- Contribute to meeting team targets
- Support apprentices, volunteers and trainees

### Administration and M&E responsibilities and duties:

- Work within the established administrative and financial systems to ensure smooth running and quality of projects
- Submit regular programme tracking data including but not limited to; attendance, achievement, retention, success and learner progress against qualifications/personal aims
- Attend and positively contribute to programme standardisation meetings
- Complete relevant administration for partner agencies as required
- Produce accurate ad hoc reports as requested
- Answer internal and external queries in relation to your role in a timely and professional manner
- Ensure third party agreements, service level agreements, risk assessments, lesson files and session plans are up to date, in place and signed where relevant
- Ensure databases are updated on a regular basis with correct information
- Contribute to monthly reports (including dashboards), traffic lights and development plans
- Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation
- Ensure effective assessment of learners on programme and high-quality document retention evidencing assessment and progress of learners.

## Development/Donor responsibilities and duties:

- Contribute to the processes of forward planning and development of programmes.
- Identify PR opportunities and case studies
- Undertake market research and customer/participant surveys
- Develop high quality schemes of work and lesson plans, sharing best practice in delivery in support of developing staff at the Foundation of Light
- Complete all paperwork and returns accurately and on time for funders and contract suppliers
- Build strong and lasting external business relationships with partners, donors and agencies
- Identify and source new opportunities
- Keep up to date with relevant developments in your curriculum area, geographic location and the third sector
- Ensure targets are met and programmes are on budget
- Support the objectives and aims of the Foundation of Light, and associated companies as relevant, as provided in the Business Plans
- Contribute to funding applications as required
- Attend relevant training and good practice events
- Organise and/or deliver Foundation events

## Delivery responsibilities and duties:

- Deliver sessions in line with lesson plans and the requirements of the programmes, ensuring the timetable is serviced at all times
- Deliver holiday, evening and weekend sessions as required by the timetable
- Provide a high-quality, excellent customer/participant experience
- Follow accreditation and progression pathways as defined

## Behaviour and Professional responsibilities and duties:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

### FOUNDATION OF LIGHT CORE VALUES

**We work as a team**

**We are professional**

**We are proud of what we do and dedicated to achieving our goals**

**We are progressive and forward thinking**

**We are fully committed to achieving the best for our customers and communities**

**We are passionate and enthusiastic**

*Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.*

## Acceptance of the job description by the Employee:

**Signed**

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Print Name .....

Date .....

Last review date: November 2019

Next review date: October 2020

## PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)
<b>Skills:</b>	
Coaching	E
Mentoring	D
Informal tutoring	E
Communication, oral and written	E
Planning and control	E
Team work	E
Work on own initiative	E
Interpersonal	E
Conflict handling and resolution	E
Creativity and imagination relevant to the workplace	E
ICT and administration	D
Ability to work under pressure and to tight deadlines	E
Application and funding bid writing	D
Group work facilitation	E
Multi-tasking	E
Managing people	N/A
<b>Qualities:</b>	
Commitment	E
Flexibility	E
Honesty and trustworthiness	E
Motivation and enthusiasm	E
Patience and diplomacy	E
Persistence in the workplace	D
Determination to succeed and meet targets	E
Commitment to equality and diversity, safeguarding and health and safety	E
Flexible approach to working hours	E
<b>Knowledge:</b>	
Sound knowledge of the National Curriculum	E
Sound knowledge of employability and skills practice	E
Qualification frameworks	E
Safeguarding	E
First Aid	E
Accreditation	E

Progression Pathways	E
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Understanding:	
Delivery of exceptional customer service	E
Of the levels, abilities and ages of participants worked with	E
Of the need to work flexible hours to meet the needs of the charity	E
Commerciality	D
Workplace behaviours and conduct	E
Experience:	
Minimum of two years teaching/coaching etc.	E
Planning and working to budgets	D
Meeting targets in the workplace	E
Monitoring and evaluation mechanisms	E

Qualifications (or recognised equivalent):	
<b>Coaching:</b>	
FA Coaching Level 2	D
FA Coaching Level 1	E
AfPE qualification	D
<b>Teaching:</b>	
Teaching/tutoring qualification/L4	E
<b>Other:</b>	
First Aid	E
Driving Licence	E
ICT at Level 2	D
Level 5 literacy and/or numeracy equivalent	E