

CAREERS EDUCATION AND ASPIRATION COORDINATOR - FULL-TIME OR 0.8
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JOB DESCRIPTION AND PERSON SPECIFICATION

Community Learning in Partnership (CLIP) CIC

CLIP is a social enterprise which strives to widen participation in learning and build aspiration/positive progression by people in rural, coastal and peripheral communities. We do this by developing programmes that focus on:

- 16-18s and adult learners
- Making a contribution to local communities and partnership working
- Being entrepreneurial - securing the widest variety of social, physical and financial resources to maximise the quality and range of provision that we can offer to local communities.

Currently our provision includes:

- Foundation Study Programmes for 16-18 year olds
- English and mathematics for adults (AEB/accredited courses)
- Vocational courses for adults (AEB/accredited)
- Employability programmes for job-seekers
- Access to Higher Education Diplomas
- Adult Community Learning (non-accredited)
- Award in Education and Training (AET) and other professional courses.

CLIP runs community learning centres in Gainsborough, Market Rasen and Mablethorpe.

Purpose of the post

The key purpose of the role is to lead on the development of a careers education curriculum and to build aspiration and positive progressions. It will also involve developing the involvement of local employers in careers education at CLIP. This exciting new cross-organisation post will serve to drive forward the quality and nature of our employability and Flare provision and, in particular, to move us forward from delivering IAG to a fuller careers curriculum.

Job description

1. Design, develop and test an aspirational careers education curriculum/curricula for CLIP that can be used on a range of provision – and initially on the Flare 16-18 and ESF Career Net 18-24 programmes. (The curriculum needs to be developed for delivery by the post-holder on occasions but essentially by other staff within the organisation. The intention is to extend current IAG practices to create a more aspirational provision which will support an increase in positive progressions to higher level courses and sustainable employment)
2. Take a lead role in the delivery of careers guidance and supporting staff delivering IAG (information, advice and guidance);
3. Set up and develop our careers resources including online, video and paper-based resources;
4. With the Chief Executive, oversee the quality of IAG delivery and offer one-to-one or in-house training support, as required (to include oversight of IAG among our sub-contractors – currently we have two);
5. Ensure that up-to-date LMI (labour market intelligence) is available and distributed to staff involved in IAG, employability and other provision with a vocational bias;
6. Liaise with staff about suitable initial assessment procedures, where required, and ensure that they are consistently implemented and acted upon across provision;
7. Support the Partnerships Manager in expanding the involvement of employers and the workplace in CLIP provision including:
 - Recruiting new inspirational employers from key sectors and local businesses
 - Developing creative ways of maximising 'employment encounters'
 - Working with them to define their input eg. classroom talk, workplace visit, offering work placement;
8. Oversee the adult vocational provision at CLIP including recruitment, liaison with tutors, monitoring quality and achievement;

9. Teach on CLIP courses – careers education plus other subject areas, according to own interests and specialisms, based on 16 hours per week (which will include an allocation for one-to-one IAG/careers guidance);
10. Evaluate and develop own practice;
11. Attend staff meetings and be willing to undertake training and development activities that would support the development of the role;
12. Adhere fully to CLIP's Quality, Equal and Diversity and Health and Safety Policies.

Location

The post-holder will be based at one of CLIP's learning centres in Market Rasen, Gainsborough or Mablethorpe but with regular travel to other centres, sub-contractors, employers in the surrounding areas. For these reasons, use of own car will be essential.

Person specification - Coordinator

	Essential (E)/Desirable (D)
KNOWLEDGE/EXPERIENCE/AWARENESS	
Fully-committed to the values of CLIP to widen participation in learning, to raise aspiration, to have a positive impact on the community, to forge positive strategic partnerships and to be a lead organisation in the demonstration of social entrepreneurship	E
Commitment to building aspiration and encouraging positive progressions for learners at CLIP	E
Awareness of the needs of young people and adult learners returning to learning, including those who have had poor previous experience of learning	E
Experience of supporting young people 16-18 and/or adult learners through <u>one or more</u> of the following: IAG, careers advice, initial assessment, learning support, work placements	E
Teaching experience with young people 16-18 and/or adult learners	D
Knowledge of 16+ and adult qualification and funding systems	D
Business awareness - success factors for small businesses/social enterprises such as CLIP	E
EDUCATION/TRAINING	
Degree level study in a relevant discipline	E
Degree or post-graduate qualification in Careers Guidance/Careers Education	E
Teacher trained – at least Level 3 Award level (ideally Level 4/PGCE), or willing to achieve	E
INTERPERSONAL SKILLS	
Effective communication with colleagues and managers	E
Likes and relates well with learners	E
Can relate proactively and positively with external agencies, especially employers	E
PERSONAL QUALITIES	
Able to convey a positive and well-informed impression of the organisation in the local area	E
Ability to establish strong relationships with learners to encourage them to build their confidence, take up learning opportunities and be positive about sustainable progression	E

Able to manage a busy workload - very good time management and organisational skills	E
Strong IT user skills – Office, internet and social media	E
Good standard of English	E
Creative/innovative/enterprising approach to work	E

Conditions of service

Conditions of employment will be based on the following:

The job is offered on a full-time (or 0.8 fractional) basis

Normal working week = 37.5 hours (or pro rata for fractional post); some flexibility may be required to deliver the job eg. occasional evening or weekends

30 days paid holiday (or pro rata) + bank holidays

Progress Reviews at least annually

Statutory sick pay, parental leave, etc.

Two months' notice on each side after probationary period

Salary: £24-£26,000 (or pro rata)

Dated: August 2018