



Role Specification

Position:	Employment & Skills Lead ETF Group
Reports to:	Managing Director
Key Relationships:	Trustees TLC/Directors/Managers & ETF Group Staff DWP, Jobcentre Plus, Partner Agencies, Schools, Colleges & Employers

Overview:

This role will operate flexibly, in meeting the needs of the business and our customers, specifically around ESFA and DWP contracts. This could mean working on assignments that will change from day to day for example:

- Develop the Curriculum offer (across ETF Group) to meet local needs
- Co-ordinate delivery of mentoring programmes within Jobcentre Plus or community venues on a 1:1 basis with clients
- Developing, organising, timetabling and delivering courses
- Build a network of collaborative partners to enable the referral of learners or joint delivery of courses
- Engaging and working with employers to set up work experience, traineeships and apprenticeships

Key Objectives:

1. Create and achieve the curriculum plan for your area of responsibility
2. Ensure delivery meets the highest standards of quality for your area of responsibility
3. Enable people to progress, overcoming or managing the barriers they face
4. Engage employers and meet their training and recruitment needs
5. Ensure H&S legislation and good practice is deployed and monitored within ETF Group
6. Support Business Development and bid writing

Responsibilities:

Employment & Skills Provision

- Lead and co-ordinate delivery of, and undertake mentoring and coaching to enable the people to progress and achieve their personal and career goals
- Co-ordinate resources, timetable and deliver qualifications; assess needs and evaluate delivery for learners, to prescribed standards meeting the requirements of funding/quality bodies (Ofsted, MATRIX, etc).
- Develop teaching and learning resources to meet the client and curriculum needs
- Provide quality Information, Advice and Guidance (person centred planning) to clients and other stakeholders
- Work with the client and circle of support on an ongoing basis to develop Person Centred Plans (PCP) that inform the clients action plan or Individual Learning Plan (ILP)
- Undertake required initial and diagnostic assessment of clients to inform their (ILP) in a person centred manner
- Work with employers to develop relationships as appropriate or when required to:



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- develop work experience, supported internships, traineeships, apprenticeships and progression opportunities
- identify employer recruitment and training needs, and develop packages to meet these needs, and co-ordinate their delivery

Personnel

- Recruit and select new staff for your area of responsibility
- Undertake staff appraisal, supervision and management
- Support delivery of staff training in support of CPD needs

Quality

- Working to the Quality lead, manage quality assurance for your area of responsibility undertaking:
 - Team and standardisation meetings
 - Self-assessment
- Assist with gaining and maintaining MATRIX and other standards within ETFG
- Manage internal verification and co-ordinate assessment for your area of responsibility supporting;
 - EV visits
 - compliance with audit and awarding body regulations and standards.

Health & Safety (H&S)

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessments as necessary.
- Support ETFG director of Safeguarding & Quality to maintain and implement the group H&S policy
- Co-ordinate ETFG H&S communications & meetings
- Monitor H&S risk assessments
- Provide H&S training and development

Administration

- Ensure client administration and documentation is accurately completed within the required timeframe for your area of responsibility
 - including staff calendar, record of attendance, joining/enrolment, progression, achievement of goals and any other client related administration as deemed appropriate.
 - Track progression and destination of clients during and after completion of ETFG provision
 - Gather specific outcome evidence, as identified by funding contracts
- Maintain and review appropriate data and reports to enable business management decisions.
 - Provide live and timely information to the ETFG Management Team
- Where necessary maintain petty cash systems and financial controls in line with company financial requirements



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- Cost new business cases, and ensure existing provision operates in a cost effective manner
 - Track and report on financial matters

General

- Support the business development, identifying funding opportunities and contributing to bid writing/applications
- Develop a strong and effective network of business contacts and attend meetings and conferences within a network of professional contacts as required
- Market Eat That Frog Group (ETFG) services to prospective clients and stakeholders
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETFG establishments, community based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by ETFG Management Team.

Safeguarding

ETFG is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.



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Person Specification	Essential	Desirable
Qualifications		
DTLL's/PGCE (within 3 years be working towards achieving QTLS)		✓
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent (or willing to undertake)	✓	
IAG Level 4/counselling diploma or similar	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
Skills & Experience		
3 Year's experience in delivery of IAG	✓	
Experience of contract management	✓	
Experience in delivery of qualifications	✓	
Experience of working to company policies	✓	
Experience of co-ordinating H&S, Risk Assessment		✓
Knowledge of MATRIX, Ofsted, etc	✓	
Ability to maintain accurate records and administration	✓	
Excellent time management and project management skills	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work related attributes		
Creative/Imaginative thinker	✓	
Demonstrate positive "Can-do" attitude at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate excellent verbal communication	✓	
Work calmly under pressure	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	

Role information

This role is subject to an enhanced DBS check with a 6 month probationary period.

Annual Leave	28 days inclusive of statutory bank holidays (<i>holidays to be taken outside of term time</i>)
Place of Work	Torbay and working off site across the ETFG region (<i>Must have a valid driving licence, car available, business use insurance for any business related travel</i>)
Hours	37.5 per week and may include work during evenings, weekends and bank holidays
Shift Pattern	Planned and agreed with Managing Director
Salary Band	£25,000 to 32,000 dependant on qualifications and experience