

JOB DESCRIPTION



Post Title: Adult Education and Learning Engagement Officer	
Department: Corporate Core	Establishment/Post No:
Division/Section: Adult Learning Service	Post Grade: 10
Location: Adult Learning Centres, community venues and service points across the Borough as required	Post Hours: 37 hours per week worked in accordance with the Council's flexi-time scheme
Special Conditions of Service: Occasional evening/weekend as required. Travel to meetings across the Greater Manchester City region.	
Purpose and Objective of Post: To develop, promote and support learning activities within communities collaborating closely with the community and voluntary sector and other statutory organisations. There is a particular emphasis on engaging communities who may not be aware of Adult Education provision and/or present barriers that prevent them from accessing Adult Education provision.	
Accountable to:	
Immediately Responsible to: Learner Services and Partnership Manager	
Immediately Responsible for: No line management responsibilities	
Relationships: Internal Business Growth and Infrastructure teams, AEB providers. Officers throughout the Council and Elected Members External Members of the Public, Employees of other Local Authorities, Public Sector Partners locally, Supportive Business Partners, Jobcentre Plus, Bury Adult Education Centre Users and Learners, Employers, Contractors, Community and Voluntary Organisations, Post-16 providers, Integrated Neighbourhood Teams, Police, Fire, Housing, Education, MPs, VCFA and officers within the Team Bury Partnership.	
Control of Resources: - Responsible for equipment, including IT hardware and software, and materials used in performing duties Health & Safety: - Ensure the maintenance of a healthy and safe environment for staff working out in the community including checks on outreach venues	

Duties/Responsibilities:

- Work across a multi-disciplinary team to contribute to achieving the priorities of both the Bury Strategy 2030 and the Bury Economic Strategy.
- In-depth awareness of the GMCA Adult Education Budget and policy implications.
- Plan and focus engagement activity using analytical data and demographics outreach to target hard to engage residents.
- Work across partners to support vulnerable residents to access funded skills and learning activity i.e., domestic violence, early intervention hubs, reducing reoffending
- Promote and raise awareness of adult education provision amongst communities and partner organisations.
- Work collaboratively across adult education providers, community groups and internal teams to raise the awareness and develop innovative solutions to removing the barriers that may discourage learners.
- Consult with individuals and under-represented groups e.g people with mental health needs, ex-offenders, people from ethnic minority, people from disadvantaged communities, to identify appropriate programmes of learning.
- Engage with local communities to develop a range of appropriate methods for engagement which can be used particularly in areas of disadvantage, and proactively encourage those furthest from education and employment into learning.
- Develop links and effective working relationships with statutory and voluntary organisations to promote a multi agency approach to the delivery of learning across the borough.
- Work with partners from relevant services and agencies to ensure service delivery is effective and co-operative, value for money and does not duplicate or compete with other provision in the area.
- Working closely with curriculum leaders, plan effective, flexible programmes of learning which meets the needs and interests of participants in the community
- Engage in relevant marketing activities to drive footfall to adult learning and to ensure that individuals and community leaders understand the provision that is available to them
- Work with individuals and community groups to identify community assets to support learning
- Provide information and advice to learners and liaise with learner services to identify progression routes
- Work closely with colleagues and all providers to support learner progression into both accredited and non accredited provision where appropriate
- Support potential learners to assist them to overcome their barriers to learning, providing 1:1 support where necessary to encourage them into learning
- Engage in appropriate capacity building of voluntary groups within the community e.g., deliver basic confidence building training, team building etc.
- Manage, organise own workload, and prioritise tasks, managing conflicting deadlines and partner priorities.
- Work with colleagues throughout the Council and Adult Education Providers to develop and share good practice.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (Extract from paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by: Tracey Flynn	Sign: Tracey Flynn	Date: 3/8/22
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

PERSON SPECIFICATION

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
Experience of working and delivering Information, Advice and Guidance within an adult learning setting.	✓	
Experience of operating in a neighbourhood context.		✓
Experience of engaging with the public	✓	
Experience of working with the voluntary, community and faith sector.	✓	
Experience of planning, organising, and delivering a range of events and activities, including co-ordinating and managing staffing.	✓	
Experience of providing information to a variety of audiences.	✓	
Experience of collaborating with partners to engage with communities.	✓	
Effective communication and people skills and the ability to adapt personal style to meet the needs of the audience	✓	
Knowledge of the local communities within Bury and an understanding of their differences.	✓	
Ability to prioritise tasks, including liaison with other colleagues, to ensure that deadlines are met.	✓	
Ability to deliver excellent customer care, to communicate effectively/sensitively in a friendly and sympathetic manner with people from a wide range of backgrounds, ages, and abilities.	✓	
Ability to market courses and learning opportunities effectively.	✓	
Able to work flexibly to meet the demands of the service (including evening and weekend as necessary)	✓	
Understanding of inclusive learning, equality and diversity and safeguarding issues in the learning environment.	✓	
Excellent standard of ICT skills and ability to effectively operate a range of software packages and information technology systems.	✓	
Level 3 IAG qualification.		✓
Level 2 English qualification	✓	

At least Level 1 Maths qualification and willingness to upskill to Level 2 if at Level 1.	✓	
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