**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Community, Partnerships and Engagement Co-ordinator |

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| **Directorate:** | People Services | **Division/Section:** | Education, Skills and Early Years |
| **Grade:** | 5 | **JE Reference:** | 11143 |

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| **Job Purpose** |
| In line with government, local and national strategies; assist the Service Managers and SMT to develop community engagement and partnerships to promote and engage adults with pathways into Adult education. |
| **Key Tasks** |
| Meet learner target numbers for specific demographic groups (and associated external funding/income targets) and co-ordinate the delivery of a range of taster, short courses and accredited courses to engage adults onto relevant learning pathways.  Work effectively with Managers and staff across the Lifelong Learning service to establish clear progression routes onto tailored and vocational programmes for residents in the area  Work with community groups and community partners to encourage and support families to engage in learning activities together.  Actively engage learners within the community with a focus on ‘hard to reach’ groups to participate and progress into learning opportunities.  Liaise with relevant schools, partners and Voluntary, community and faith sectors (VCFS) to establish clear progression routes onto tailored and vocational programmes for residents in the area.  Interpret and use data to target specific demographics; plan, market and track to promote engagement and progression.  Ensure learners have effective information, advice and guidance to make informed choices regarding training, learning and employment opportunities.  Through community engagement, ensure residents are actively involved in the decision-making process and become an integral part of planning processes.  Respond to contacts with local and regional organisations, members of the public, and attend meetings as required and prepare relevant focused reports  Promote events to align with Lifelong Learning, Local and National Adult learning initiatives  Identify barriers to learning, learner engagement, and need across Oldham to support the development of an inclusive curriculum.  Identify suitable venues and conduct any relevant risk assessments for activities.  Identify training needs and address these to ensure sustainability of provision. |

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| **Standard Duties:** |

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| 1. | To actively promote Equality, Diversity and Inclusion in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support the delivery of our Corporate plan. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:** | Assistant Head of Service |
| **Responsible for:** | N/A |

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| **Special Conditions:**  Basic DBS required |

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| **Values and Behaviours:** |
| By living our Values and Behaviours we will deliver the change we need to meet our Corporate ambitions for Oldham.  **Our Values:**  **Proud**  We take pride not only in what we deliver for the residents of Oldham but also in how we deliver it.  **Ambitious**  We recognise the challenges we face and are committed to setting high aspirations to overcome them, with determination and focus.  **Together**  We believe in shared solutions, working across sectors and with our communities to achieve common goals and deliver the quality services Oldham deserves. |
| We have **five Behaviours** which outline the priority areas of focus for staff at all levels:   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information about our Corporate Plan and our Values and Behaviours can be found on our Greater. Jobs pages together with information about the staff benefits we offer. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | April 2025 | Catherine Irwin | Assistant Head of Service |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Community, Partnership & Engagement Co-ordinator

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Relevant teaching qualification e.g. C & G 7307, Cert Ed, PGCE, B.Ed. | Wider community development qualification | AF / I |
| **Experience** | Experience of:-   * working in partnerships with voluntary and statutory organisations. * working with parents/carers in urban areas with complex needs and social disadvantage. * development work in response to community needs. * delivering or supporting the delivery of a range of taster, short courses and accredited courses to engage adults onto relevant learning pathways. * giving effective information and advice. * working with groups of learners from disadvantaged communities and learners with low or no qualifications | Experience of working with learners who are seeking employment | AF / I |
| **Skills & Abilities** | Communication and interpersonal skills and ability to develop and work in partnerships  Ability to lead, motivate, develop and organise staff in a cross curricular team  Planning and organisational skills  Ability to prepare and present data, reports and other documents for specific audiences to a specific brief  Ability to provide appropriate advice and guidance to learners | Analytical and research skills | AF / I /P/ |
| **Knowledge** | Knowledge of learner support and advice and guidance frameworks  Knowledge of Community engagement of hard-to-reach groups, VCFS, schools and partners within the Oldham area  Knowledge of Lifelong Learning Course Content/Syllabuses (Vocational and Non-Vocational)  Knowledge of:-   * GMCA, Ofsted and Matrix standards. * Equal opportunity, social inclusion and access and widening participation. * Quality assurance procedures and the principles of continuous improvement.   Learner targets and the accountability of these to meet the financial funding targets of the service |  | AF / I /P |
| Work Circumstances | Prepared to work flexibly including evenings and weekends to meet the needs of the Service. |  | AF/I/P |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test P = Presentation

**NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, have previously been in or currently in care, those that are carers, and those who have served in the Armed Forces as a regular, reserve or cadet.**