

LEISURE & LEARNING (HASTINGS)

JOB DESCRIPTION: LEARNING COORDINATOR

Job Title:	Learning Coordinator
Responsible to:	Business Manager
Start:	March 2021
Remuneration:	£24,000
Working Hours:	Monday-Friday, occasional evenings & weekends
Location:	Rock House, 49-51 Cambridge Road, Hastings TN34 1DT

Introduction:

We are looking for a full time Learning Coordinator to help us deliver an exciting and diverse vocational, skills and community learning programme from Spring 2021.

Leisure & Learning (Hastings) Ltd is a recently formed charity set up with the purpose of animating a collection of community-owned buildings and spaces within the White Rock area of Hastings town centre. From spring 2021 onwards, Leisure & Learning will programme and support a range of learning opportunities from taster sessions, activities and online or blended workshops to vocational placements across our ecosystem of community businesses. Part of the learning programme will be heritage focused and devised in consultation with the Trinity Triangle Heritage Action Zone, which is funded by Historic England and partnered with Hastings Borough Council. A work placement programme for 18-24 year olds will also be supported by L&L.

With a relevant track record in vocational, skills and community learning, we're looking for an enthusiastic all-rounder who has the necessary experience and motivation to coordinate our diverse learning programmes. Most importantly, you will share our commitment to achieving lasting, positive change for the people of Hastings through learning and skills development.

As we are a start-up charity with ambitious aspirations, this position requires an organised and proactive individual who is prepared to roll their sleeves up and be highly adaptable in a fast-evolving role. A good understanding of the vocational training landscape, strong digital skills, excellent communication and people skills are essential. This role will be perfect for someone who thrives on working collaboratively, and is comfortable working with a broad range of partners, ranging from young people in their first work placements to public sector officers and local business owners.

Key Job Requirements:

Programme Development – Work with the Business Manager to devise and develop a support programme for community work placement employees, Heritage Action Zone vocational and learning activities, apprenticeships and other evolving skills and learning programmes.

Promotion – Develop learning programme promotions in collaboration with our communication coordinator and delivery partners. These may include events, advertising and social media campaigns, community and volunteer outreach activities.

Delivery, Monitoring and Compliance – Coordinate and support Learning and Skills programme delivery in collaboration with partners. Coordinate development of delivery partner contracts. Monitor and report on outputs and outcomes for our funders and internal learning. Ensure health and safety and employer legislation requirements are being adhered to within learning environments.

People Management – Oversee peer learning group meetings and other activities for our work experience employees. Oversee volunteer initiation and progression on our Heritage Steward

training programme. Encourage and inspire these groups, playing to the strengths of the team and know how to get the best from individuals.

Financials – Track and administrate expenses associated with learning programmes.

Funding – Support the Business Manager with fundraising bids for learning programmes

Relationship Management – Manage relationships that support the delivery of our learning programmes including Further Education providers, small businesses and social enterprises.

Day-to-day, the role involves working alongside and being supported by an ecosystem of community businesses who collaborate closely on this inclusive area regeneration project.

As the project evolves, it's anticipated that the required tasks and role will develop, whilst always remaining in line with the vision, mission and values of the charity.

Skills/attributes:

ESSENTIAL

Communication skills

- Highly proficient communication skills. Able to communicate effectively both verbally and in writing with a wide range of people.

Collaboration

- An appreciation of how to collaborate effectively with individuals and other organisations

Organisational

- Experience of working in the coordination and/or delivery of learning with a range of clients. Especially those in the 16-25 age-group
- Knowledge and understanding of the vocational skills provision sector
- Adept at coordinating a range of programmes running to different timescales and with different participant groups
- Flexible, pragmatic and comfortable with the ambiguities inherent in working within a startup organisation
- Able to make sound decisions and problem-solve issues.
- Proven ability to develop computer-based and manual administration systems that facilitate your work and that of others, and to ensure that such systems are maintained in an accurate and timely manner

DESIRABLE

Creativity

- Can apply creative thinking to the development of new learning programmes and activities in collaboration with our partners

Marketing and Communications

- An ability to outline the purpose and benefits of the learning programmes and activities we support and deliver
- Digitally savvy with an appetite to explore new promotional and recruitment opportunities aimed at our learning programme participants
- Understanding of the importance of impact measurement, evaluation and analysis

Organisational

- Experience of working in the social enterprise/Not for Profit sectors, particularly supporting the needs of local communities

Employee Signed:

Date:

Employer Signed:

Date: