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|  | Job description | | |
| Job title: | Education Coordinator | | |
| Business unit: | | | |
| Grade: | 4 | FTE | |
| Reports to: | Area Education Manager | | |
| Direct reports: | Tutors | | |
| Place of work: | | | |
| Purpose of the role: | <p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>The post holder will be responsible for the development, delivery and maintenance of a specified programme of educational provision with the focus on an outstanding student experience. Working to an agreed work plan and as part of an area team, the post holder will support and manage tutors, work with volunteers, branches and members to deliver education provision within a themed or geographical location.</p> <p>The post holder will have responsibility for local partnerships and for identifying potential business development opportunities in line with regional objectives. She/he may have responsibility for identified specialist aspects of regional education provision, communications, quality and teaching.</p> <p>She/he will be expected to represent the WEA and promote both the Association and the value of adult education in their area.</p> | | |
| Key areas of responsibility | | | |
| <ol style="list-style-type: none"> 1. Develop, manage and organise education provision and WEA activity in a local or themed area in line with Association's aspirations for students and in compliance with WEA quality and target monitoring and reporting requirements; 2. Manage, monitor and report on programme quality with reference to curriculum and quality improvement plans and WEA quality framework as required; 3. Participate in local networks and develop strong relationships with partners for the benefit of WEA students, members, volunteers and the local community; 4. Identify potential new opportunities for developing provision including funding for new work; 5. Manage a team of WEA tutors, including observations of Teaching, Learning and Assessment (OTLAs), tutor performance management, tutor recruitment and tutor training and development. 6. Coordinate and support WEA branch volunteers to develop WEA programmes of delivery; 7. Manage delivery of one or more specified key specialist tasks as agreed in annual work plan and described in specialist task guidance; 8. Specialist tasks which may be undertaken as part of the Education Coordinator role (maximum of 4): <ul style="list-style-type: none"> • Manage small projects which meet the needs of students in line with the relevant contractual requirements and within budget; • Teach WEA programmes in a specialist subject or theme area; | | | |

- Coordinate and support a team of WEA volunteers including delivering induction, training and development opportunities; create new volunteering opportunities for the benefit of the WEA;
 - Manage internal quality assurance of EME/accredited or other specific provision;
 - Provide expertise on an area/areas of student support such as Information and Advice, use of support funds (DLS/LS), progression and recognition;
 - Support and deliver WEA tutor development including delivery of teaching qualifications and CPD;
 - Develop new fully funded programmes to grow WEA delivery in an area or theme;
 - Lead implementation of WEA national programme in an area;
 - Provide a lead on aspects of communications, marketing or publicity to increase student and stakeholder engagement may be optional depending on regional requirements;
9. Undertake such duties as reasonably requested by your manager.

To be used in conjunction with relevant person specification

|  | Person specification | | |
|---|----------------------|------------------|--|
| Criteria | Essential (✓) | Desirable (✓) | Assessment method <i>(for recruitment only)</i> A – Application Form I – Interview T - Test |
| Education & qualifications | | | |
| Educated to degree level or equivalent | | ✓ | A/I |
| Teaching qualification (minimum level 4) | ✓ | | A/I |
| Teaching qualification (minimum level 5 in specialism) | ✓ | | A/I |
| Assessor and IQA qualifications | ✓ | | A/I |
| Experience | | | |
| Considerable experience of managing and developing tutors to achieve quality outcomes for students | ✓ | | A/I |
| Considerable experience of developing of community learning to meet student aspirations | ✓ | | A/I |
| Experience of working with a range of stakeholders, developing relationships and achieving mutually beneficial outcomes | ✓ | | A/I |
| Experience of working in membership or voluntary organisations | ✓ | | A/I |
| Knowledge & skills | | | |
| Highly effective communicator, with strong personal communication skills, able to enthuse and inspire tutors and stakeholders | ✓ | | A/I |
| Effective communications skills including presentations and report writing | ✓ | | A/I |
| Strong organisational and IT skills to support teaching and learning and organisation of provision | ✓ | | A/I |
| Ability to support, mentor and coach individuals in order that they can reach their potential | ✓ | | A/I |
| Competencies | | | |
| Student and WEA values focused (Level 3) | ✓ | | A/I |
| Achieves results (Level 3) | ✓ | | A/I |
| Works collaboratively with others (Level 3) | ✓ | | A/I |
| Manages self, learning and personal development (Level 3) | ✓ | | A/I |
| Delivers excellent service (Level 3) | ✓ | | A/I |

| Additional requirements | | | |
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| Comply with all WEA's Policies and Procedures, e.g. Code of Conduct, Health and Safety and Equality and Diversity Policy | ✓ | | A/I |
| A willingness to travel within the UK | ✓ | | A/I |
| Be prepared to occasionally work flexibly, including outside of normal office hours | ✓ | | A/I |

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