

	Job description		
Job title:	Support Worker		
Business unit:	Regional		
Grade:		FTE	
Reports to:	Education Coordinator, Area Education Manager and Senior Area Education Manager		
Direct reports:	None		
Place of work:	Regional		
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 provide administrative and general support for the development and delivery of locally based adult education provision, member development and volunteer support.</p> <p>The post holder will work closely with Tutors and Education Team as well as a range of stakeholders which are likely to include Association staff, local community organisations, Association branches and volunteers.</p>		
Key areas of responsibility			
<p>As a Support Worker, you are required to carry out the following duties in the context of the WEA's policies and practices, particularly Equality and Diversity, Health and Safety and Data Protection:</p> <ol style="list-style-type: none"> 1. Provide general administrative support to local educational team(s) and voluntary branches and members; 2. Support the recruitment of students; 3. Provide information and advice to students to support identification of most appropriate learning programmes and support available; 4. Work with relevant internal and external stakeholder groups and as a member of a local education team and a regional and national support services team; 5. Arrange and attend educational and volunteer member meetings and events as required; 6. Support the education team at local stakeholder events aimed at raising the profile of the Association; 7. Arrange and attend local events to promote and celebrate student achievement and success stories (including student celebrations); 8. Support educational delivery in the classroom; 9. Assist with the production high quality local publicity using association publicity guidelines and frameworks; 10. Provide cover and support across regional support services; 11. Any other duty which, from time to time, may reasonably be required to meet the needs of the WEA and the funders and is within the remit of this post. 			