

Post Title	Rise2Thrive/Multiply Key Worker
Location	Craven College, Skipton (Multi Site)
Rate of pay	APT & C Scale SO1 point 29 – 31 £28,370.06 to £29,818.56 per annum, pro rata to £15,335.17 to £16,118.14 per annum
Hours	20 hours per week
Responsible to	Team Leader – Projects
Special Conditions	<p>A full enhanced disclosure check via the Disclosure &amp; Barring Service will be required for this post</p> <p>Fixed term until 31st March 2026, extension dependent on funding.</p>
Closing Date	Sunday 25 January 2026
Interview Date	
Post No.	B245C

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

## BACKGROUND INFORMATION

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

Craven College delivers learning in the community through Education and Skills Funding Agency and project funding – this focuses on local communities within North and West Yorkshire. The Community Business Development Officer will liaise closely with community & voluntary organisations to develop demand led provision, ensuring recruitment targets are met and that funding opportunities are maximised in this area.

This role is funded by the Rise2Thrive and Multiply programs as part of the UK Shared Prosperity Fund Programme which is funded by the UK Government and managed by the relevant Local Authorities.

### MAIN JOB PURPOSE

**To engage with the local community and relevant agencies to identify eligible participants for the Rise2Thrive/Multiply projects.**

**To provide tailored support via SMART targets to enable eligible participants to overcome barriers that prevent them progressing towards employment, training, education, and improvement of wellbeing.**

**To manage a caseload, administration of that caseload and to work closely with the Projects Team Leader to maximize projects income and outputs.**

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To perform a skills analysis to identify skills gaps in employability, literacy, numeracy and digital skills with participants.
- To be knowledgeable in the additional support available for eligible individuals (Benefits, Housing, Health etc.) and understand how to link participants into these services.
- Support the Project Team Leader with developing strategies to support disengaged, disadvantaged, and underrepresented individuals and communities across the local community.
- Work with wider adult team (including Tyro Training) to develop and maintain community relationships with key influencers within the community groups, to open up avenues for students to engage.

- To create delivery solutions to ensure successful maximisation of both Rise2Thrive and Multiply projects.
- Share best practice in engaging diverse communities.
- To facilitate connection and engagement with community agencies.
- Organising and facilitating inclusive events to promote Rise2Thrive/Multiply and the wider college offer.
- Networking with partnerships and local agencies through online forums and events.
- To meet recruitment and income targets for Rise2Thrive/Multiply delivery as set by the funders.
- To support operational delivery of courses within this area in liaison with management.
- To deliver IAG and manage the enrolment process where applicable.
- Follow College HR policy where looking to recruit teachers to deliver within communities.
- To represent the College in appropriate meetings with external stakeholders;
- You will be expected to be fully conversant with the College's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To participate in the College's appraisal scheme and undertake further professional development in line with the needs of the College;
- Any other duties commensurate with grade and status as may reasonably be requested.

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

### **ESSENTIAL REQUIREMENTS**

- Experience of working in the local community and of developing successful learning initiatives for individuals and groups.
- Minimum educational qualifications, GCSE Grade A\*-C or equivalent in Maths and English
- Experience in working with individual participants or groups
- Experience of maintaining accurate records;
- Experience of producing high quality written and verbal reports;
- Excellent interpersonal skills with the ability to negotiate effectively;
- Experience of working within a team and with a variety of partners;
- Excellent planning and organisational skills;
- Ability to work under pressure, on own initiative to pre-determined targets and deadlines;
- Experience of effective strategies for engaging hard to reach learners;
- Computer literate with the ability to set up and maintain spreadsheets and databases, supported by a relevant IT qualification;
- Access to an appropriately insured vehicle and hold a clean, current driving licence;
- Ability to work flexibly around the needs of the College which will include regular travel within West and North Yorkshire.

### **DESIRABLE REQUIREMENTS**

- Educated to Level 3 equivalent;
- Experience of maintaining records required by the Rise2Thrive/Multiply funders.
- Experience of identifying needs and developing successful community learning initiatives.
- An understanding of the Adult Agenda within the Further Education Sector;
- Knowledge of FE and Adult Funding.



## **Job Description and Person Details**