Craven college

Unlocking potential, changing lives

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| **Job Title** | Bank Projects Key Worker |
| **Location** | Skipton, multi site |
| **Rate of pay** | Part time/Hourly rate |
| **Post No** | BANK48A |

Working closely with the Projects Team Leader to maximize projects income and outputs and 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.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

**KEY RESPONSIBILITIES**

This job description is a guide to the duties you will be expected to perform. 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 Rise2Trhive/Multiply and the wider college offer.

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QAA UK Quality Assured
matrix
25+ YEARS ACCREDITED CELEBRATING A DEDICATION TO MAKING WORK BETTER
ARMED FORCES COVENANT EMPLOYER RECOGNITION SCHEME

- Networking with partnerships and local agencies through online forums and events.
- To meet recruitment and income targets for Rise2Trhive/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.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

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**PERSON SPECIFICATION**

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.
- 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.
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

**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.

**CONDITIONS**

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A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post

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**VISION, MISSION AND VALUES**

**Vision:** To be exceptional in everything that we do
**Mission:** Proudly serving our communities by delivering high quality education and training
**Strapline:** Unlocking potential, changing lives Unlocking potential

**Values:**

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

1.0 We are ambitious for our students and staff, striving for excellence in all we do
2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

*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 future roles as appropriate.*

*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*