



Job description

Job title:

Education Co-ordinator

Business unit:

Scotland

Grade:

4

FTE

0.4 FTE

Reports to:

Area Education Manager

Direct reports:

Sessional Tutors

Place of work:

Aberdeen Office/some home working by arrangement

Purpose of the role:


*The Education Coordinator will report to the Area Education Manager and will have day-to-day management responsibility for a number of sessional teaching staff and volunteers
The Co-ordinator is responsible for aspects of programme organisation and may directly influence expenditure within the budget allocations agreed with the funder, and as agreed with the AEM.*

Key areas of responsibility

1. Work with partners and organisations to develop and deliver programmes of community based learning, to achieve successful outcomes for WEA tutors, learners and funders.
2. Work with the AEM to ensure that Service Level Agreements in Aberdeen City and Aberdeenshire and other programmes as agreed, are successfully delivered, including through on line or on line approaches as required..
3. Support and develop identified areas of new activity, as appropriate, with the AEM.
4. Establish resourcing requirements for agreed delivery within budget, ensuring that relevant administrative procedures are followed
5. Organise and plan all aspects of identified programme delivery in areas of Aberdeen City and Aberdeenshire including tutor recruitment where needed, allocation and support, venues, class organisation, monitoring and evaluation of educational outcomes.
6. Provide day- to day line management and educational support for tutors and volunteers
7. Organise tutor / volunteer training as required to ensure quality assurance requirements are met
8. Provide reports (with the AEM) on operational outcomes as required for funders/partners.
9. Promote the WEA and encourage student involvement / progression
10. Comply with all WEA Policies and Procedures

To be used in conjunction with relevant Person Specification.

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	Person specification		
Criteria	Essential (✓)	Desirable (✓)	Assessment method <i>(for recruitment only)</i> A – Application Form I – Interview T - Test
Education & qualifications			
Degree-level qualification or equivalent		✓	A
Experience			

Experience of working in partnership and/or networking with public, private and third sector agencies.	✓		A/I
Experience of organising/delivering adult community based learning courses, including creating a safe and secure learning environment.	✓		A/I
Experience of organising ESOL and/or other community based learning courses	✓		A/I
Experience of reporting on project outputs, outcomes & impact to funding bodies.		✓	I
Successful experience in line management and ability to motivate staff to achieve targets and deadlines		✓	A/I
Experience of working in a voluntary/charity organisation		✓	A
Knowledge & skills			
Effective written, verbal and interpersonal communication skills	✓		A/I
Organisational skills to meet deadlines	✓		A/I
An active commitment to equality and diversity	✓		A/I
Computer Literacy	✓		A/I
Knowledge and experience of quality assurance processes.		✓	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			
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	✓		
Be prepared to occasionally work flexibly, including	✓		A/I

outside of normal office hours			
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To be used in conjunction with relevant job description