

MK Snap Work Training Enterprise Coordinator Post Job Description and Person Specification

Position Details

Position: Work Training Enterprise Coordinator	Department: Learner Services	Reporting to: Head of Social Enterprise
Salary: £18753pa FTE	Contract: 1 year fixed	Hours per week: Full time (would consider four days per week)

Overall Objective:

To lead in the planning, provision, development and delivery of activity sessions and work training skills sessions for adults with a range of learning disabilities. The post holder will be responsible for the development of our work training enterprise and the teaching of our work training course at MK Snap including the expansion and development of the Snap enterprise offer.

Job Description	Person Specification
<p><u>Main Objectives</u> Deliver a variety of work training sessions to teach the learners transferable skills that will support them to access employment through social enterprise</p> <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • To ensure that the daily sessions and activities run smoothly and meet the needs of the learners. • To plan the skills sessions, including the setting of goals and targets to help the learners to develop their talents and skills. • Ensure paperwork (session plans and schemes of work, risk assessments) relating to sessions is completed in a correct and timely manner. • To assist in the development, implementation, monitoring and assessment of learners individual learning plans. • To efficiently and effectively run the sessions at MK Snap in line with appropriate H&S guidance • To prepare and agree budgets for work training sessions if required • To build the relationships with businesses we support through work training • To support corporate volunteer groups to safely participate in CSR projects as agreed • To assist in the identification of additional activities required for learners to enable progression, self-reliance, flexibility, confidence building and improvement in life and social skills. 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience of work skills training and/or delivery of life skills in a commercial, community or educational setting. • Experience of mentoring, supporting and encouraging adults with learning disabilities • Strong levels of personal integrity and commitment to safeguarding • Excellent communication skills. • Ability to inspire, motivate and encourage people with a range of complex needs through participation in positive activity • Ability to co-ordinate and prioritise workload. • A demonstrable record of implementing Equal Opportunity policies and activities. • Qualification in a relevant subject <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of working in a range of environments including schools, club and community settings. • A teaching qualification (PGCE/Cert Ed or equivalent) or introductory qualification in teaching and learning with adults and willing to continue working towards a full qualification • First Aid • Be interested in all aspects of working in a community or charitable setting • Qualification in a relevant subject <p>This Role Requires an enhanced DBS</p>

<ul style="list-style-type: none"> • To comply with all MK Snap policies and procedures. • Able to act as a personal tutor to learners • Be prepared to attend any training courses/events as deemed necessary by the Head of Learner Services. • To ensure that all Health and Safety policies and procedures are carried out and adhered to. • Be willing to support and attend any events as required by SMT • To raise aspirations, inspire and continually improve outcomes and quality in delivery • To participate in team and performance review meetings. • To develop, protect and enhance the MK Snap brand. • To deputise where required and act as an outstanding ambassador for the organisation • To carry out any other duties as required which are commensurate with the level of the post. 	
<p>Reference: Work Training Enterprise Lead</p>	<p>Closing Date: 2nd August 2019 Interview Date: week beginning Monday 5th August 2019</p>