




---

## ROLE PROFILE

---

**Job Title:** Specialist (Tutor, Wise Steps)      **Department:** Employment Services & Skills  
**Job Holder:** Vacant      **Date:** November 2019

---

### 1 MAIN PURPOSE OF THE ROLE

To plan, prepare and facilitate accredited and unaccredited bespoke learning in Functional Skills (English and Maths) to a diverse range of customers and contribute to the wider aims and goals of the project. The postholder will be solely employed on the project.

---

### 2 SCOPE OF ROLE (Key Accountabilities)

- Develop and design skills and learning courses to meet identified needs of individuals/employers;
- Develop and design accredited courses to meet the awarding organisation criteria and to be fit for purpose;
- Effective schedule of course delivery across multiple locations in the North East of England;
- Delivery of accredited and unaccredited learning courses to customers;
- Effective marketing and promotion of Wise Group provision;
- Work with project team to identify commercial opportunities;
- Work with employers to co-design relevant content;
- Work closely with customers to maximise employability opportunities;
- To encourage and empower individuals to engage in activity which will help support sustainable employment.

The post holder will:

- Engage with all colleagues to shape suitable and relevant training course;
- Positively promote training provision to colleagues in an engaging manner to maximise delivery;
- Plan and manage delivery to ensure training needs are met across all delivery sites;
- Work in partnership with colleagues and attend team meetings to ensure training is an integral element of project delivery;
- Provide feedback to individuals and colleagues on course participation;
- Meet with participants pre-course start to ensure suitability;

- Produce and maintain training planner for distribution throughout project;
  - Respond to unique needs by providing ad-hoc individual support where appropriate.
- 

### **3 EXPERIENCE, QUALIFICATIONS AND SKILLS LEVEL**

- Essential - ability to operate at HNC level or equivalent in Learning and Development;
  - Essential - English and Maths qualification to Level 3;
  - Essential - Teaching qualification to Level 5;
  - Desirable - Professional Trainers Award (Training Skills and Practice) or similar qualification
  - Desirable - Assessors Award (i.e. D32/33/A1) or equivalent;
  - Desirable - IQA qualification (i.e. D34/V1) or equivalent;
  - Understanding of OFSTED requirements;
  - Able to promote plan and deliver in EQA visits (preferred but not essential);
  - Ability to demonstrate experience in preparation and delivery of skills and learning;
  - Ability to demonstrate course delivery in both one-to-one and group coaching situations;
  - Knowledge and understanding of the challenges faced by those seeking employment;
  - Understanding of working with learners with multiple barriers and disabilities;
  - Ability to demonstrate excellent communication and interpersonal skills ;
  - High level of IT and administration skills (MS Office);
  - Able to demonstrate the competencies required to undertake this post;
  - Ability to work to targets and quality standards;
  - Effective verbal and written communication skills to ensure effective reporting and customer service;
  - Effective interpersonal and relationship building skills;
  - Effective in the use of technology, relevant systems and key software packages.
- 

### **4 ADDITIONAL REQUIREMENTS**

- Health, safety and wellbeing are key aspects of all posts and it is vital that the post holder has key responsibilities for promoting the health, safety and wellbeing of themselves, customers and colleagues;
- Role model for Equality, Diversity and Inclusiveness;
- Subject to appropriate security and background checks;
- All Wise Group colleagues should exhibit environmental awareness and adhere to our ISO 14001 management framework;
- Individuals are expected to behave in a manner that exhibits the Wise Group values of nurturing positive relationships, acting with integrity, driving growth and engaging through communication
- Ability to work flexibly to meet business needs;
- A full driving licence is preferred and the use of a car would be advantageous as the role will involve travel throughout delivery area.