# Background to Conway Education Centre:

Conway Education Centre (CEC) is a unique community-based education centre situated on the interface between the Falls Road and the Shankill Road in West Belfast. The Centre provides learning opportunities to adult learners, young people and children, it provides a range of volunteering opportunities to gain valuable work experience, be active in the community and make new friends. Conway also provides English language classes and homework support to local refugees and those seeking asylum.

**Our mission**

To empower people through providing learning opportunities in a supportive environment and transform lives through learning.

**Our goals**

* Supporting the development and regeneration of the local community through learning and capacity building and providing opportunities for educational progression
* Championing community education as a tool for community engagement and providing opportunities for educational progression and employment
* Contributing to improved health, particularly the mental and emotional wellbeing of the local community
* Actively promoting a creative and safe reflective space to facilitate community dialogue, cultural expression and diversity, and creative problem solving
* Ensuring the maintenance of an accountable, transparent, participative and sustainable organisation
* Conway Education Centre engages over 800 individuals a year in education and this number continues to rise each year. We provide a safe and supportive environment for learning opportunities, enabling local people to improve their confidence and skills in order to fulfil their potential, enhance their chances of employment, and participate in the development of their community.

**The role of Adult Education Coordinator**

Conway Education Centre offers a comprehensive programme of accredited courses, capacity building and vocational training and wellbeing courses designed to meet the needs of disadvantaged individuals in West Belfast. The programme is designed to enhance the participant’s ability to access knowledge, skills and qualifications to participate fully in the labour market, to meet new neighbours and to regain/enhance and maintain good mental health.

CEC currently has around 700 learners and aims to grow its adult education programme through active collaborative working with other organisations.

The Adult Education Coordinator post is a busy and challenging position, which requires excellent organisation and planning skills, patience and a passion for learning.

CEC is looking for an enthusiastic person with a strong commitment to community education and the interpersonal skills necessary to effectively relate to all stakeholders.

**Closing date: Thursday 2 December 2021 at 5pm**

**Interview date: Thursday 9 December 2021**

**Email applications:**

info@conwayeducation.org

**Postal address:**

Centre manager

Conway Education Centre

5/7 Conway Street

Belfast BT13 2DE

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| Job Description |
| Job Title: Adult Education Coordinator |

**Location:** Conway Education Centre,

 5 – 7 Conway Street, Belfast BT13 2DE

**Hours**: 37,5 hours per week – including one evening

**Salary:** £23,708 per annum + 3% pension

**Responsible to**: Centre Manager

# Main duties and responsibilities

1. To develop an annual programme of courses/classes to provide ‘first step’ learning and progression opportunities and meet the needs of ‘beginners’ as well as the more established learner and support the progression of individual learners, within a community setting
2. To participate in strategic planning and consultation to further develop Conway’s adult education programme
3. To work in conjunction with the senior management team in prioritising and implementing the tasks required.
4. To recruit and manage a small volunteer team to act as volunteer mentors to adult learners

**Recruitment/promotion**

1. To design an appropriate marketing and recruitment strategy to publicise and promote the education programme through all available avenues
2. To liaise with relevant groups and organisations to develop and promote education programme, encouraging sign-posting of learners
3. To carry out recruitment in order to ensure maximum participation whilst targeting those individuals most socially excluded.

**Education programme**

1. To provide information, advice, guidance, and support for the CEC learners
2. To identify community education and training needs and sourcing of provision.
3. To design and implement the education programme including accredited learning and provision for the development of unaccredited learning
4. Identify and liaise with tutors to deliver courses in keeping with CEC ethos
5. Liaise with awarding bodies such as CCEA, City & Guilds, register learners online, liaise with internal and external verifiers and ensure implementation of quality assurance requirements
6. Ensure student records, databases and associated administration is accurate and kept up to date.

 **Monitoring and evaluation**

1. To put in place robust monitoring procedures and assist in the annual evaluation of the education programme

**Staffing**

1. To liaise with other team members to ensure that resources and organisational requirements are coordinated
2. To engage appropriate tutors
3. To supervise the work of volunteers assisting with the programme

  **Finance**

1. To manage the education budget maximising the financial resources available
2. Manage student payment plans and keep accurate records of course fee payments

**Networking**

1. To represent Conway Education Centre/participate at forums and networks relevant to community education.

**Other**

1. To work closely with key staff (Centre manager and Finance officer/administrator)
2. To attend staff meetings, team training and participate in the decision-making process of CEC.
3. To carry out such other relevant or related duties as may be required by management

The above statements are intended to describe the general nature and level of work performed by employees within this position. They are not intended to be interpreted as an exhaustive inventory of all duties responsibilities and qualifications required of employees assigned to this job. They will be reviewed from time to time and may be modified to meet the changing needs of Conway Education Centre.

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| **Personnel specification** |
| Adult Education Coordinator  |

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| **Educational and professional qualifications** |
| Essential | Desirable |
| Good level of education, including GCSE English, Maths and ICT A-C grade ANDMinimum of Level 3 in Education & Training **or** equivalent qualification in Education & Training  | Third level educationDegree in EducationTeaching and/or assessors qualification |

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| **Previous experience and training** |
| Essential | Desirable |
| At least 2 years’ experience in organising and coordinating education courses in a community setting within the last 5 years | Experience in cross community relations/diversity work |
| At least 2 years’ experience in project management and line managing others  | Knowledge of West Belfast and the education issues facing the community |
| Experience in monitoring and evaluating projects | Experience of working as part of a team |
| Good knowledge of and experience in marketing techniques and engaging ‘hard-to-reach’ groups |  |
| Ability to use information technology as a communication and resource tool, good knowledge of Microsoft office programmes, including Excel |  |
| Experience in writing and producing reports |  |
| Experience in working with ‘hard-to-reach’ adults and/or marginalised groups |  |

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| **Skills & Abilities** |
| Essential | Desirable |
| Ability to communicate effectively with learners and colleagues of all levels and backgrounds | Ability to provide general advice and guidance on learning opportunities and to seek specialist advice or support where appropriate |
| Excellent planning and organisational skills | Proven problem solving skills |
| Ability to plan and deliver projects within a set timeframe and with clear outputs/outcomes  |  |
| Ability to work on own initiative to meet objectives in a complex, changing environment  |  |
| Excellent time management skills and ability to prioritise tasks |  |
| Able to develop positive rapport with learners  |  |
| Access to transport to carry out the functions of the post |  |

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| **Attitude**  |
| Have a commitment to the aims and objectives of Conway Education Centre |  |
| Have a commitment to equality and diversity |  |
| Committed to effective team working |  |
| Excellent customer service and interpersonal skills and able to demonstrate a 'can do’ and positive attitude |  |

**Additional: Candidates will be required to prove, upon offer of employment, that they meet with current legislation and have the right to work in the UK**

**In case of a high number of applications, CEC reserves the right to enhance the shortlisting criteria with the Desirable criteria.**

**The successful candidate will be required to fill in an Access NI form for Enhanced Disclosure before employment can be confirmed. Your information will be handled and stored in accordance with the Data Protection Act 2018. A criminal record will not necessarily be a barrier to obtaining a position with CEC. CEC adheres to AccessNI Code of Practice, a copy of which is available on request.**

**CONWAY EDUCATION CENTRE**

**APPLICATION FORM**

**Job title: Adult Education Coordinator**

To be returned to: Pauline Kersten

Email: info@conwayeducation.org

Postal address:

Centre manager

Conway Education Centre

5/7 Conway Street

Belfast BT13 2DE

Deadline for applications: **5.00pm Thursday 2 December 2021**

The following application form has been devised to assist in the short-listing process and relates directly to the criteria outlined in the personnel specification. Please demonstrate clearly how and to what extent you meet each requirement, in the correct section. It is the candidate’s responsibility to clearly demonstrate how they meet the criteria to be shortlisted for interview.

Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.

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| **PERSONAL DETAILS** |
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|  | NATIONAL INSURANCE NO. |  |  |
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|  | **EDUCATION AND TRAINING** |  |
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|  | **QUALIFICATIONS** |  |
|  | LEVEL | SUBJECT | GRADE | YEAR TAKEN |  |
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|  | **THIRD LEVEL EDUCATION** |  |
|  | UNIVERSITY/COLLEGE |  |  |
|  | DEGREE & CLASSIFICATION |  |  |
|  | MAIN SUBJECTS |  |  |
|  | DATE OF AWARD |  |  |
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|  | **PROFESSIONAL QUALIFICATIONS** |  |
|  | NAME OF PROFESSIONAL BODY | QUALIFICATION OF MEMBERSHIP |  |
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|  | **OTHER TRAINING** |  |
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| **1** | Please provide detail and give examples of your experience in organising and coordinating education courses in a community setting within the last 5 years |
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| **2** | Please detail your experience in project management and line managing others |
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| **3** | Please detail and give examples of your experience in monitoring and evaluating projects |
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| **4** | Please detail and give examples of your knowledge and experience of using relevant marketing techniques to promote projects/courses to ‘hard-to-reach’ adults |
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| **5** | Please detail your experience of and commitment to working with marginalised groups. |
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| **6** | Please detail your experience and ability to use information technology as a communication and resource tool and provide information of your knowledge of Microsoft office programmes including Excel |
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| **7** | Please provide relevant examples of your abilityto plan and deliver projects within a set timeframe and with clear outputs/outcomes |
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| **8.**  Please provide examples of your ability to work on own initiative to meet objectives in a complex, changing environment  |

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|  | **Yes** | **No** |
| Do you have access to transport to carry out the functions of the post  |  |  |
| Do you have a commitment to the aims and objectives of Conway Education Centre |  |  |
| Do you have a commitment to equality and diversity |  |  |
| Do you have a committed to effective team working |  |  |

**Please include any other relevant information in support of your application:**

 The post holder will be required to fill in an Access NI form for Enhanced Disclosure.

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|  | **REFERENCES** |  |
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| **Please provide the details for two references. At least one should be your current employer, if applicable, or a previous employer.****References may be sought prior to interview, and will be made available to the selection panel.** |
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The successful candidate will be required to fill in an Access NI form for Enhanced Disclosure before employment can be confirmed. Your information will be handled and stored in accordance with the Data Protection Act 2018. A criminal record will not necessarily be a barrier to obtaining a position with CEC. CEC adheres to AccessNI Code of Practice, a copy of which is available on request.

DECLARATION

The information given in this form is correct to the best of my knowledge. Any false statement may lead to my rejection, or if employed, dismissal.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Voluntary Work** |
|  | **PERIOD OF SERVICE****(beginning with most recent)** | **ORGANISATION** | **TITLE & DUTIES** |
| **1** |  |  |  |
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| **Employment History** |  |  |
|  | **PERIOD OF EMPLOYMENT****(beginning with most recent)** | **EMPLOYER** | **JOB TITLE & DUTIES** | **SALARY** | **REASON FOR LEAVING** |
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