



Head of National Academy of Community Organising

Job Description

Title: Head of the National Academy of Community Organising

Responsible to: CEO

Location: Home based (with travel across England)

Salary: £31,000 (pro rata)

Hours: 3 days per week (22.5 hours per week). Hours are flexible but will include occasional weekend and evening work

Contract Terms: 12 months contract with view to extend.

Background

The National Academy of Community Organising was developed during the Community Organisers Expansion Programme (2015 – 2017) to deliver training and support in community organising. It currently is made up of 22 Social Action Hubs across England. Over the last 3.5 years, alongside this network, Community Organisers has trained more than 4000 people in community organising. This role aims to build on our collective experience over the last 3.5 years and meet the increasing demand and interest that is being shown in community organising so that we can collectively work towards establishing the National Academy as a strong and sustainable membership body and network that is delivering high quality training and support in community organising.

Job Purpose

- Promote and market the Academy of Community Organising and our training offer
- Supporting, developing and widening a training network based remotely across England
- Lead and/or support community organising training and Trainer inductions
- Oversee the Quality Assurance of Community Organisers training including review and development.

Quality Assurance

- Develop and support the network of assessors connected to the Social Action Hubs

**Community
Organisers**

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**LISTEN
POWER
ACTION**

- Manage and carry out the internal quality assurance processes in relation to the qualification (inclusive of but not exclusive to internal quality assurance of assignments, assessor observations, interviews with learners and feedback).
- Liaise with and meet all requirements of our awarding body relating to External Quality Assurance including national standardisation
- Ensure that all tasks delivered by the trainers and assessors connected to Community Organisers/Social Action Hubs are pre-verified
- Assess learner assignments for Level 2/3 Qualifications in Community Organising
- Lead standardisation for the network of assessors and trainers connected to Community Organisers and the Social Action Hubs
- Support the quality assurance of all trainers, through observation of training and teaching and providing feedback and support

NACO and Curriculum Development

- Work with the CEO on the development of the qualification as an Apprenticeship
- Work with the CEO and other partners on the development of additional training programmes including public training, stakeholder training and Public/VCSE/Statutory Sector training courses
- Support the ongoing review of our suite of one day trainings by liaising with Social Action Hubs and Lead Trainers
- Support Social Action Hubs to design and deliver quality assured training plans
- Work with the CEO to expand the network of Social Action Hubs
- Work to identify income streams to support the work of the National Academy of Community Organising and Social Action Hubs.
- Develop new quality assured training courses and qualification course materials
- Write guidance for trainers and training & education hubs with Training Officer

These are the key tasks as currently defined. They are not listed in priority order and the successful candidate will be expected to take on such variations as are reasonable for this level of responsibility.

General Responsibilities

- At all times to liaise closely with and support other members of the Community Organisers Team
- Maintain a working environment in which diversity is respected and responded to, and our values are promoted.
- Respond to all internal and external enquiries politely, quickly and efficiently whilst maintaining outstanding customer service standards.
- Ensure a positive image is projected to members and external parties.
- Undertake any other additional duties as required.

Person Specification

- 1.1 Experienced in leading and supporting adult education or training courses and has a recognised qualification in education or training at Level 3 or above.
- 1.2 Demonstratable commitment to quality training and a learner-centric approach.
- 1.3 Is a Level 3 Assessor in adult education & training.
- 1.4 Is qualified / willing to work towards (within 12 months) the Level 4 in Internal Quality Assurance in adult education and training.
- 1.5 Understands the voluntary and community sector and community work and believes in the importance of adult learning in an empowerment context.
- 1.6 Thorough understanding of and practical experience in community organising (any recognised approach) and social action. **Subscribes to Community Organisers' Values.**
- 1.7 Excellent people skills - diplomatic, resilient, patient and reflective.
- 1.8 Excellent administrative and organisational skills and able to use Apple and Microsoft operating systems, project management systems and CRMs.
- 1.9 Experience using social media to market, promote and share information
- 1.10 Able to work both independently and within a wider team and to take initiative
- 1.11 Able to communicate effectively and professionally at all levels to achieve agreed outcomes.
- 1.12 Experience of providing feedback in a teaching, coaching or mentoring role.
- 1.13 Experience of standardised assessment.
- 1.14 Experience of developing training courses and curriculum content.
- 1.15 Understands the importance of record-keeping and data protection.
- 1.16 Experience of working within and/or implementing a quality assurance framework.
- 1.17 Prepared to travel across England
- 1.18 Driving license desirable.