



Lead Trainer & Qualification Tutor for the National Academy of Community Organising

Job Description

Title: Lead Trainer & Qualification Tutor

Responsible to: Head of the National Academy of Community Organising

Location: Home based (with travel across the United Kingdom)

Salary: £29,000 pro rata

Hours: Starting at 21 hours per week with potential to increase to full time by mutual agreement. Hours are flexible and will include occasional weekend and evening work.

Contract Terms: Fixed term for 6 months with a view to being extended.

Start date: ASAP - subject to negotiation

Background

The National Academy of Community Organising (NACO) is the training arm of Community Organisers. NACO delivers quality assured training, nationally recognised qualifications and practice-based support in community organising to individuals and organisations across the UK. Alongside the central team, NACO is made up of 15 Social Action Hubs who deliver training and embed community organising at a local level.

The aim of this new role of Lead Trainer and Qualification Tutor is to enable the National Academy of Community Organising to meet the increasing demand and interest that is being shown in training and qualifications in community organising. The role will also involve creating training courses and materials, developing aspiring trainers and working with Social Action Hubs to help establish NACO as a strong and sustainable organisation that is enabling the delivery of high-quality training and support in community organising across the UK.

Job Purpose

- Tutor and assess on the Award in Community Organising at Level 2 and Level 3
- Lead and support delivery of quality assured training in community organising
- Develop the skills and experience of other trainers by demonstrating excellent training and facilitation skills and giving constructive feedback
- Mentor and / or coach community organising practitioners and aspiring trainers
- Support the quality assurance of our training courses including creating new courses and updating materials for existing courses
- Assist in the creation of online learning materials to supplement the in-person and online training we already provide
- Jointly manage our online learning platforms such as Moodle

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

Essential

- a) At least two years' experience in community organising or a similar process, using a recognised and reputable model
- b) Experience in leading and supporting adult education or training courses
- c) Has a recognised qualification in education or training at Level 3 or above such as an Award in Education and Training
- d) Holds a recognised Qualification or accreditation in community organising at Level 3 or above or is able to demonstrate a thorough understanding of the theory of community organising
- e) Willing to work towards an assessor's qualification if doesn't have one already.
- f) Demonstratable commitment to quality training and a learner-centric approach.
- g) Subscribes to Community Organisers' Principles of Practice
- h) Excellent people skills - diplomatic, resilient, patient and reflective
- i) Strong administrative and organisational skills and able to use Apple and Microsoft operating systems
- j) Able to work both independently and within a wider team and to take initiative
- k) Able to communicate effectively and professionally at all levels to achieve agreed outcomes.
- l) Understands the importance of record-keeping and data protection.
- m) Prepared to travel across the UK

Desirable

- a) Has experience in standardised assessing and / or holds a qualification in assessing at Level 3
- b) Experience of supporting individuals in a coaching or mentoring role
- c) Experience of developing training courses and curriculum content
- d) Experience of working within and / or implementing a quality assurance framework
- e) Has attended Community Organisers' Train the Trainer course, Preparing to Lead Quality Training course or equivalent training
- f) Full driving license