

## Job Description

<b>Post:</b>	Engagement Facilitator
<b>Salary Grade:</b>	Band 5: P34
<b>Responsible to:</b>	Adult Skills Project Leader

### Key Purpose

The aim of the post is to support the integration of the College's Adult Skills Provision into the wider Skills and Learning system in Salford. Your work will improve progression and outcomes for adult learners with particular focus on community learning. This role will involve collaborative working with partners across the city including colleagues in the Skills and Work Team at the local authority.

### Duties & Responsibilities

<b>A</b>	Work with the existing and newly commissioned Adult Skills partners to identify and promote the community learning offer for Salford residents up to and including level 2
<b>B</b>	Support partners with consultation activities across the wards of Salford
<b>C</b>	Ensure all new and existing partners are connected with Salford's stakeholders, with particular reference to Salford's employer engagement service, IAG and business networks.
<b>D</b>	Support partners to find and develop recruitment and progression routes for learners appropriate to the needs of Salford employers and stakeholders, ensuring where possible that vocational pathways have an employment opportunity as an outcome.
<b>E</b>	To work in alignment with the Single front door for Skills and Work to ensure all residents have a support mechanism where College accredited provision may not be suitable.



F	Supporting learners accessing the ESOL advice service to connect to partner commissioned services and other stakeholders to better support access into study and work
G	Support the college and delivery of a range of opportunity and employers' fairs, sector skills academies celebrations of learning and other promotional events throughout the year
H	Any other activity that would support the promotion and engagement of resident learning in Salford, taking advantages of opportunities as they arise during the academic year
I	Carry out other such relevant and appropriate duties the Head of Adults, Partnerships and HE shall require from time to time require.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign the job description:**

**Date:**

**Name of the post holder:**



## Person Specification

	Essential			Desirable		
Qualifications	1	Literacy Level 2	Application / Certificate	A	IT Level 2	Application
	2	Numeracy Level 2		B	Degree in any field	
Professional Development	3	Evidence of ongoing professional development	Application			
Experience	4	Experience of working in relevant industry / sector	Application / Interview	C		Application / Interview
				D		Application / Interview
Knowledge	5	Good knowledge of Salford, including the varying wards, the residents and employers	Application / Interview	E		Application / Interview



	6	Knowledge of the education sector, preferably an awareness of the adult skills system in Greater Manchester	<b>Application / Interview</b>			
<b>Skills / Qualities</b>	7	Excellent interpersonal, communication and organisational skills.	<b>Application/ Interview for all</b>	F		<b>Application / Interview</b>
	8	Ability co-ordinate and motivate staff		G		<b>Application / Interview</b>
	9	Good negotiating skills				
	10	Ability to work on own initiative.		H		<b>Application / Interview</b>
	11	Good communication skills – oral, written and IT				
	12	Excellent organisational skills				
	13	Good interpersonal skills				
	14	Able to keep calm in difficult situations				
	15	Able to work effectively and efficiently				
	16	Ability to build good relationships with residents, partners and employers				
	17	Flexible approach to work				



<b>Other</b>	<b>18</b>	<b>Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults</b>	<b>Application / Interview</b>			
	<b>19</b>	<b>Commitment to College policies i.e. Health and Safety, Equality, Diversity &amp; Inclusion</b>	<b>Application / Interview</b>			
	<b>20</b>	<b>DBS check acceptable to the college will be undertaken for successful applicant</b>	<b>Appointment</b>			

