



Recruitment Pack

Information for Candidates

Director of Skills and Training



Thank you for your interest in this role.

Enclosed within this pack is all of the information required to assist you in your application

Who we are?

Worcester Community Trust is a local charity creating a big impact in Worcester. WCT manage six community hubs in the heart of neighbourhoods challenged by disadvantage and inequalities. We deliver a range of services that make a big difference to the daily lives of people in our communities.

Our services aim to increase feelings of wellbeing, reduce loneliness and isolation, offer specialist support for survivors of domestic violence, support people into training, education and employment and work with people to deliver local services especially for young people, families and older people.

Our Mission

Bringing Communities Together by delivering services and activities for all

Our Social Objectives

1. To provide social activities for children, young people families and for those in later life
2. To provide specialist services for individuals affected by domestic abuse
3. To provide quality training and support for local people seeking to enhance their skills
4. To offer professional support and activities to build good mental health and wellbeing

Values & Behaviours

We Collaborate - Working together with local people and partners to achieve more

We are Inclusive – Access for all; welcoming diversity and valuing uniqueness

We are Ambitious – We value innovation and creativity, driving a progressive, dynamic and visionary organisation

Delivering Excellence – Investing in our staff, volunteers and infrastructure to provide quality and professional services

Where we work:

Worcester Community Trust works across the whole of Worcester City from 6 Community Hubs based within areas of highest need and in the hearts of the communities in which we work. More information on our hubs can be found on our website: www.worcestercommunitytrust.org.uk/hire-our-hubs

Safeguarding:

Worcester Community Trust is committed to safeguarding and promoting the welfare of children & young people and vulnerable adults and we therefore expect all staff and volunteers to do the same. We ask all staff to complete safeguarding training when they join us.

When you join:

We offer staff a range of benefits when they join:

- Holiday - 25 days plus bank holidays (pro-rata for PT staff) plus an extra day birthday leave
- Commitment to continued professional development
- Pension
- Westfield Health - provides a range of benefits towards health & wellbeing as well as support with essential healthcare (after completion of probationary period)
- Free parking
- Life Assurance
- Bike to Work scheme (TBC)

Probationary period:

All posts are subject to a 6 month probationary period.

Job Description

Job title:	Director of Skills and Training
Salary:	£32,000 - £35,000 (dependent on skills and experience)
Hours:	37 hours/week
Based:	Based in one of our six Community Hubs within Worcester City
Reports to:	CEO
Responsible for:	BBO Job Coaches, Sessional Skills & Training Tutors
Working with:	CEO, Director of Development, Director of Finance, Building Block (Construction & Skills Training Centre) Manager, WCT Project Managers, Community Workers

Main purpose of role:

Worcester Community Trust is looking to appoint a Director of Skills and Training to lead on the Trust's Skills and Training Service. This is a brand new role which sits within the senior management team to provide local people with the opportunity to access local skills and training.

The Trust is a key partner in the Fusion Building Better Opportunities (BBO) consortium, supporting those furthest away from employment into the jobs market with specialist support. Additionally, the Trust has six strategically located Community Hubs in Worcester City neighbourhoods that face multiple disadvantages particularly around levels of educational attainment and income. Working with our partners at Worcester City Council, our Hubs have attracted investment to create high quality training spaces. This, along with the impact of Coronavirus on our communities, has led us to invest in this new role to support people in accessing training and skills support.

Responsibilities, duties and tasks:

- To research, map, lead and develop a range of programmes and work streams that increase the opportunity for local people to access skills and training from the Trust's Hubs
- To develop strong links with training providers to utilise the Trust's Hubs as a place of delivery

- To lead the monitoring of, and reporting on, the Towns Fund investment and outcomes to partners
- Create robust systems and lead on data reporting and monitoring in line with contractual obligations
- Project Lead for the Building Better Opportunities Contract and the Fusion consortium
- To increase the provision of training and skills delivery from the Trust's Hubs including opportunities to hold Shared Prosperity / Community Renewal Funding
- Build and maintain professional relationships with external organisations who can support the sustainable development of the Skills and Training Service
- Work with the Trust's services to identify gaps in service delivery and work with partners to meet the demands
- To explore opportunities to enhance the delivery of accredited and non-accredited training provision from the Trust's Hubs
- To work with our partners to support the delivery of community-based outreach sessions to include 'pop up's' and touring events for school age children including STEM Work
- Develop a provision of Creative Industries particularly in relation to NEETs, young people, and volunteers
- To work with our partners to host events to promote social enterprise in particular Start-Up, Self-Employment, and Social Enterprise

General duties:

- To ensure that you and any staff you are responsible for are taking positive actions to safeguard young people & adults when they are in contact with, and follow policies and procedures around safeguarding appropriate to level of post.
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities and encouraging and supporting staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

- To undertake health and safety duties commensurate with the post and/or as detailed in the Trust's Health and Safety Policy.
- In all contacts the postholder will be required to present a good image of the Trust as well as maintaining constructive relationships with internal and external customers.
- Help to identify your own training needs and participate in training where requested to do so
- Ensure that all financial guidelines and procedures are understood and adhered to as appropriate
- Act as an advocate for WCT and work closely with partner organisations
- Observe the WCT code of conduct, policies and procedures
- Always act as a good role model and champion best practice
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- Work in line with WCT's values and behaviours

Notes

- This post is subject to a basic criminal record check under the arrangements established by the Disclosure and Barring Service
- The Trust reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Disability Discrimination Act
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy

Person Specification

Qualifications

- Educated to at least level 4 or relevant experience

Experience/Knowledge

- Minimum of five years' experience of working with Welfare to Work, ESFA, public sector and / or commercial contracts
- Experience of successfully applying for, and understanding, funding and contracts to secure new business
- 5 years' experience in managing multiple projects within Skills and Training services with proven ability to deliver against a range of outcomes
- Identify and build relationships with training providers to attract new business and training from the Trust's network of hubs
- Experience of preparing and presenting high quality reports, briefing notes, and complex data
- Developing and implementing effective business and service plans to build our Skills and Training Service
- Experience, and success, in identifying, developing, and managing stakeholder relationships to deliver services for the benefit of local people and stakeholders
- Experience of building and implementing monitoring systems to measure outcomes and impact
- Excellent organisational skills with an ability to manage multiple work streams and funder requirements
- Experience of managing and supporting a team of staff to deliver high quality services
- Budget management experience

Person Specification

Skills

- Ability to motivate and inspire colleagues, stakeholders, and service users
- Excellent written and oral communication skills
- Ability to work with people from diverse backgrounds
- Ability to establish excellent working relationships both within the Trust and with partners
- Able to act in a professional manner with integrity at all times, understanding and adherence to professional boundaries
- Ability to manage time effectively
- Ability to prioritise own workload and to work effectively under pressure

Other requirements

- Self-motivated but able to work within a team
- Resilient and reflective thinker
- Have own transport
- Commitment to the Trust's values
- A hands-on approach and a commitment to provide a high quality, client focused service with an ethos of 'right first time, on time'
- Able to work occasional evenings & weekends
- Knowledge of Worcester Community Trust and the activities it undertakes

TO APPLY

Please apply using the official application form

CV will not be considered

Please download an application form from:

www.worcestercommunitytrust.org.uk/job-vacancies

and return to Cathy Lusty (Business Administrator) cathy@worcestercommunitytrust.org.uk

For specific queries about the role, please contact

Ruth Heywood - CEO on 07341 568621

TIMELINES

Closing Date: 9am on Thurs 3rd June 2021

Interview Date: Fri 11th June 2021

