



Curriculum Development Coordinator

Neath Port Talbot, Swansea and Carmarthenshire

Application Pack

Thank you for your interest in the above role and our Organisation.

Within this application pack you will find the following information

- About Addysg Oedolion Cymru | Adult Learning Wales
- Area Overview
- What we can offer you
- How to apply
- Role Profile & Person Specification
- Guidelines for completing a job application form

Addysg Oedolion Cymru | Adult Learning Wales is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe having a diverse workforce at all levels allows us to represent the communities we serve.

Diverse perspectives and experiences are critical to our success, and we welcome applications from people from any background who have the experience and skills needed to perform this role.

If you experience any difficulties or require the form in a different format please contact recruitment@adultlearning.wales

We look forward to hearing from you.

About Addysg Oedolion Cymru | Adult Learning Wales:

Adult Learning Wales (ALW) is the national Adult Community Learning (ACL) organisation and unique in Wales in being completely focused on this element of the education sector.

We see our mission as 'Providing inspiring and accessible learning opportunities for adults across Wales and supporting our learners to achieve successful outcomes, both directly and through relationships with others.

Our offer is wide ranging, from basic skills in English, Welsh, numeracy, digital, personal health and finance, up to qualifications which provide pathways into Higher Education. We also offer courses in topics that link to hobbies or special interests as all learning can have a positive impact. In the 2021/22 academic year, we achieved over 18,000 enrolments, which were delivered to over 9,500 individuals.

For many, our courses can be the first time they have engaged in formal learning since leaving traditional education and an empowering step on the road to achieving their goals. Through where, when, and how we offer learning, our aim is to help and support individuals through their learning experience with us, to inspire and build their confidence and skills.

Whilst we increased our on-line courses in response to the challenges of COVID, and continue to maintain an online offer, in-person learning is at the heart of our provision as this facilitates the wider benefits of meeting together to learn. Our delivery is spread across Wales and takes place in venues where people already feel at ease, removing the barrier of needing to attend a formal campus or school.

In everything we offer, our aim is to always deliver excellent teaching and learning in a way which is inclusive and focused on the needs of learners. For the non-qualification courses, our learners can influence what is offered next, to encourage them to continue their learning journey.

Most of our courses are free to the learner as they are funded by Welsh Government or one of the many organisations we work with, and we have an extensive Learner Support offer which can help remove other barriers to learning. This includes help to attend courses in the form of childcare funding or transport, loan of IT equipment or access to specific IT packages, in addition to general well-being support.

Recognised by Welsh Government as ACL experts, we are known for going above and beyond to enable and support learning for everyone, and often deliver to individuals in challenging circumstances. Many of our learners tell us that their experience with ALW has been life-changing, feedback which inspires us in working harder to deliver for them.

A registered charity, limited company and designated Further Education Institution, ALW was formed in 2016 as the result of a merger, with legacy organisations including WEA Cymru, YMCA Community College and Coleg Harlech. So, whilst we are a young organisation, we are building on a strong heritage and have an exciting future ahead.

Area Overview

This Curriculum Development Coordinator position will be cover the following 3 areas:

Neath Port Talbot

In the county of Neath Port Talbot, our '**Port Talbot Learning Hub**' is a thriving vocational centre for light construction (carpentry and woodwork) and the curriculum offer is currently being extended to include a range of upholstery and furniture restoration provision. We will be opening a 'Repair Café' during the summer, and exciting developments are afoot at this critical Hub, which serves learners from the local community and as far afield as Swansea and Bridgend. Community provision across the county is soon to include Employability courses, and there is much scope for further development in this area of curriculum. Opportunities to develop a strong bilingual and Welsh language offer of provision also exists across the county.

Swansea

In Swansea, we are looking at developing our existing and substantial provision to include, amongst other subject areas, Digital Literacy, Family Learning, Employability courses and delivery through the medium of Welsh. Our city centre 'Swansea Learning Hub' is a centre of significant general and contextualised ESOL delivery, serving a diverse mix of learners from across the world. Whilst the post-holder would not be responsible for the ESOL area of curriculum activity, they would be presented with many opportunities to work alongside ESOL colleagues, to develop further alternative learning opportunities for ESOL learners, as well as work with a number of external partner organisations, to create a rich and varied community curriculum offer.

Carmarthenshire

In Carmarthenshire, the focus will be concentrated on the development of a range of community provision – both 'open' and 'bespoke' courses - for existing and new external partner organisations, including opportunities to develop provision for ALN learners. Opportunities to develop a strong bilingual and Welsh language offer of provision also exists across the county.

Adult Learning Wales has a strong Voluntary Movement of 'Branches' – groups of learners who have been inspired by their learning through attendance at ALW courses – and who have gone on to form groups to further their interests in learning, in either specific curriculum areas or more generalised areas. The Post-holder would be responsible for the co-ordination (from the ALW side) of the three Branches that sit within the SW&Mid Region – namely, the 'Carpentry for All' Branch in NPT, the 'Llanelli Branch' in Carmarthenshire and the 'Upper Amman and Cwmtwrch' Branch, also in Carmarthenshire. Example duties would involve the Post-Holder meeting with the respective Branch Committees, to formulate curriculum opportunities for their members, as well as arranging more informal social gatherings, which strengthen the strong relationship that exists between each Branch and Adult Learning Wales.

If you would like an informal conversation or to hear more about the role please contact Beth John Regional Manager South West & Mid, Beth.John@adultlearning.wales

What we can offer you

Salary: Current scale at £26,351 to £32,895 pro rata, per annum depending on experience (MG1 – MG4)

Generous benefits package: Local Gov. Pension Scheme, Agile Working, Cycle to Work Scheme; 30 days annual leave +BH & Additional discretionary days (pro rata for part time)

Contract: Permanent

Hours: Part time post minimum 28 hours per week (working pattern to be agreed)

Work base: Neath Port Talbot Learning Hub, with regular travel to and within the Swansea and Carmarthenshire areas (agile working can be considered)

How to apply

Apply by using the online [application form](#) or the word version application, please return it to Recruitment@adultlearning.wales or upload via our [website](#)

Please note that CVs without a completed application form will not be accepted.

The closing date for this post is **Wednesday 22nd March 2023**

Interviews to be held week commencing 27th March 2023

Adult Learning Wales acknowledges the importance of developing and growing its bilingual workforce. Applications for any post can be submitted in either Welsh or English. Applications submitted in Welsh will not be treated less favourably than applications submitted in English.

Curriculum Development Coordinator – Role Profile

Job Purpose

The Curriculum Development Coordinator is to assist and support the regional development and implementation of a cohesive programme of face to face/online/blended community adult learning provision in the geographical areas of Neath Port Talbot, Swansea and Carmarthenshire.

This is a hands on role, operating at pace, you will be key in assisting the Regional Manager in ensuring that all learning activities meet the agreed provision, finance and quality targets.

Your role will require you to identify, support and co-ordinate tutor deployment to regional provision within the 3 identified areas.

Part of your role will be to develop partnership and work collaboratively with key regional stakeholders, private industry, statutory and voluntary bodies to support the ongoing development and recruitment of viable number adult learners to the regional curriculum programme.

Main Duties and Responsibilities

- To develop, organise, and implement an appropriate programme of courses in a specific geographical region, in accordance with the priorities of the organisation's strategic and curriculum plans
- To work closely with the Regional Manager and Regional Quality Curriculum Coordinator to ensure that curriculum and delivery meets the agreed provision, finance and quality targets
- Recruit viable numbers of learners onto the provision programme of courses via partnerships, networking, collaboration and promotion
- To identify potential tutors as part of the recruitment process and support tutors and help to ensure that they are kept informed of all relevant processes, policies and procedures
- Develop partnerships and collaboration opportunities with a wide range of private industry, statutory and voluntary bodies to support the ongoing development of the programme available to adult learners
- Work as part of a team to support local branches and learner forums including the recruitment of learners and members as appropriate to the geographical area
- Provide advice, support and assistance to branch and learner forum members for the purpose of strengthening the organisation as a voluntary movement
- Assist the Regional Manager to identify and secure external funding from a variety of sources in order to deliver, promote and widen the regional offer of learning activities
- To work with the Regional Quality Curriculum Coordinator and regional administrators to support IQA activities within the region and comply with internal quality systems and processes.
- Undertake the implementation and development of project activities, curriculum design and development in conjunction with the Regional Manager and Regional Quality Curriculum Coordinator.

- Work as part of a team to develop and implement income generation activities in line with curriculum, finance and quality targets
- Work as part of a team and in collaboration with other Curriculum Development Coordinators to ensure due consideration and delivery of all targets relating to Welsh Medium and Bilingual provision, e-learning opportunities, including the use of technology in the classroom, Essential Skills provision, ESDGC and equal opportunities
- Undertake class visits and carry out teaching observations where appropriate and agreed in consultation with the Regional Manager and Regional Quality Curriculum Coordinator
- To undertake the delivery of learning where appropriate and agreed with the Regional Manager
- Be part of the internal verification in all IQA activities and standardisation events
- Liaise with the learner services team to ensure that learners receive the maximum benefit from the organisation's support services
- Liaise with the learner services manager to ensure the highest level of satisfaction of all learners ensuring the learners voice is heard and acted upon
- Contribute to the regional and organisation's SAR process and Quality Improvement plan

Generic responsibilities and duties

- Carry out any other duties and responsibilities as may be reasonably required by the post
- Comply with policies and procedures set out by Addysg Oedolion Cymru | Adult Learning Wales and take responsibility for maintaining a safe working learning environment within the region
- Adhere to the electronic communication policy including email and internet usage
- Drive forward the organisation's commitment to equality and diversity, ensuring that there are appropriate equality impact assessment in place
- Be committed to the promotion of the Welsh language and the Education for Sustainable Development and Global Citizenship (ESDGC)
- Take an active part in applying continuous improvement across the organisation
- To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the organisation's Data Protection Officer
- Contribute to staff meetings, organisational initiatives and developments
- Comply with all organisational policies and procedures, keeping abreast of changes and making any necessary changes to administrative systems
- Ensure that all aspects of the organisation's financial instructions and standing orders are followed

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| <ul style="list-style-type: none"> a) As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade b) This is a description of the job as it is presently constituted. It the practice of Addysg Oedolion Cymru Adult Learning Wales periodically to examine employee's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. c) This description is not intended to establish a total definition of the job but an outline of the duties. |
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Curriculum Development Coordinators – Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND QUALIFICATIONS	<p>Minimum of Level 3 standard of education</p> <p>Level 3 Teaching qualification (PTTLS, AET)</p> <p>Or be willing to study for relevant teaching qualification (Level 3) within a set time frame which will be fully funded</p>	<p>Essential Skills qualification</p> <p>Adult Education Guidance qualification</p> <p>Level 4 Teaching qualification</p> <p>Level 3 Assessor Award or predecessor</p> <p>Level 4 Internal Quality Assurance qualification IQA or predecessor or willing to work towards</p> <p>Relevant experience from a vocational trades</p>
EXPERIENCE	<p>Experience of community education, adult education, or community development</p> <p>Experience of promoting or marketing activities in a community setting</p> <p>Experience of participation in internal quality procedures</p>	<p>Experience of working with or for voluntary groups or charitable organisation</p> <p>Experience of working in partnership, and networking with other agencies in the voluntary, community and statutory sector</p> <p>Experience of planning and coordinating online and blended learning</p>
SKILLS, KNOWLEDGE, ATTITUDE	<p>Excellent interpersonal and communication skills, excellent organisational, coordinating and administrative skills</p> <p>Good all round IT skills including use of all basic office software packages</p> <p>Able to work as part of a team and on own initiative</p> <p>Able to develop good working relationships with people at all levels, including with community groups</p> <p>Ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met</p> <p>Knowledge of current issues in field of adult education in Wales</p>	<p>Understanding of the Estyn Common Inspection Framework</p> <p>Understanding of quality systems and self-assessment</p> <p>Familiarity with the values and processes of Community learning</p> <p>Mail merge, Desk Top Publishing</p> <p>Development of new office systems and procedures to aid ongoing development and improvement</p> <p>Understanding of data confidentiality requirements</p>

	<p>Commitment to the support and development of local branches and learner forums</p> <p>Capacity to motivate and stimulate non -traditional learners</p> <p>Commitment to Equal Opportunities</p> <p>Prepared to undertake training to enhance skills</p>	
OTHER REQUIREMENTS	<p>Has current driving licence and access to own transport or access to public transport</p> <p>Willing to travel as the post requires</p> <p>A positive attitude to learning the Welsh language</p> <p>Willing to work flexibly, including some weekend and evening work</p>	<p>Advanced Level 4 Welsh Skills (see Welsh language Skills table in application pack)</p>

Guidelines for completing a job application form

You will need the following document in order to complete your application form:-

- the **role profile** for the post for which you intend to apply
- the **person specification** (this is the last section of the role profile document) for the post for which you intend to apply

- ❖ **Read through the documents before completing your application.** Make sure you understand the requirements of the job, both in terms of the **duties and responsibilities** of the job (**detailed in the role profile**) and the **personal requirements** to be able to carry out those duties (**detailed in the person specification**).

- ❖ **Check that you are able to meet the Essential requirements** noted in the personal specification and that you consider that you could successfully carry out the duties and responsibilities of the post, following a reasonable period of instruction and familiarisation.

- ❖ **Ensure that you explain in the Personal Statement section - how you meet the requirements of the person specification and indicate, providing examples where possible of how your skills and experience can be related to the duties of the post.** Don't forget that whilst your work experience will be important to include in your application, other experience gained outside of work in community and voluntary organisations or leisure interests, could be equally valid. Keep your application concise and to the point.

- ❖ **REMEMBER** the decision about whether or not you will be invited to an interview will be based upon the information you provide in your Personal Statement. It is especially important that you complete the personal statement section as fully as possible to evidence how you meet the requirements for this role. The completed personal statement will provide us with **most** of the information that will be required to assess your application against the person specification criteria.

- ❖ **Read through your application.** Check that you have completed all parts of the process. If there is more than one location or job-share is offered for a post, please indicate your preferences on the application form.

Submit your completed application before the closing date and time via email to recruitment@adultlearning.wales or uploading via our [website](#)