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**Curriculum Development Coordinator**

Part time 17.5 hours per week

Permanent contract

Starting salary £24,665 pro rata per annum

Salary Scale: MG1 – MG4, £24,665 - £30,790

Location: Bangor and Homeworking

We have an exciting opportunity for a highly skilled Curriculum Development Coordinator to join a pan-Wales organisation committed to serving the adult population of Wales with inspirational, life changing opportunities. Addysg Oedolion Cymru | Adult Learning Wales is a democratic, independent and voluntary movement, committed to widening participation, promoting active citizenship and skills development and providing the best quality learning, working collaboratively with its partners.

We are looking for a highly skilled Coordinator to be part of our North Wales Regional Team.

**About the Job**

You will assist and support the development and implementation of a cohesive programme of adult learning provision to include all aspects of planning; financing; organising; resource allocation; and development. You will actively recruit viable numbers of learners onto the provision via networking, collaboration and promotion and develop partnerships and collaboration opportunities with a wide range of external bodies. You will focus on developing learning opportunities across the region working collaboratively with the North Region team. You will be key in assisting the Regional Manager in ensuring that all learning activities meet the agreed provision, finance and quality targets.

**About you**

A teaching qualification at Level 3 and a level 3 Assessor Award or predecessor is essential. You will have experience of community education, adult education, or community development, and proven knowledge of promoting or marketing activities in a community setting. You will have significant knowledge , skills and experience of planning , delivering and coordinating face-to-face and online / blended teaching and learning opportunities. Experienced and qualified in the implementation of internal quality procedures, you will have excellent organisational, coordinating and administrative skills. Welsh language skills at level 4 are essential for this post.

**About Addysg Oedolion Cymru | Adult Learning Wales**

Since its establishment in 2015, Addysg Oedolion Cymru | Adult Learning Wales has firmly established itself as the National Community College, serving the adult population of Wales with inspirational, life changing opportunities. We are a democratic, independent and voluntary movement, committed to widening participation, promoting active citizenship and skills development and providing the best quality learning, through a collaborative approach, working across the whole of Wales.

Drawing on our strong partnerships, our vision sees us at the forefront for growth in lifelong learning, prioritising opportunities for those learners who are hardest to reach and empowering and upskilling people and delivering equal access to Welsh medium provision.

Our vision is to increase the social, economic and personal impact of adult community learning in Wales and our mission is to create inspiring learning opportunities for adults in communities and workplaces throughout Wales. We aim to empower people to develop skills and knowledge to realise their full potential.

Addysg Oedolion Cymru | Adult Learning Wales is committed to support 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 all people from all backgrounds with the experience and skills needed to perform this role.

**About our benefits**

There are attractive benefits on offer for the right candidate including:-

* Up to £30,790 pro rata per annum depending on experience
* 15 days annual leave, plus pro rata bank holidays and additional discretionary days
* 17.5 hour working week
* Work from home for part of the week
* Regular travel throughout Wales
* Generous career average pension scheme

**How to apply:**

**Please** **note CV’s are not accepted,** apply using the application pack below and return it to
**Recruitment@adultlearning.wales**

**Closing date: 9.00am, Friday 7th January 2022**

**We welcome applications in Welsh**

Interviews to be held during week commencing 17th January

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**ROLE PROFILE**

**Job Title:** Curriculum Development Coordinator

**Work Base:** Bangor and part Homeworking

**Reporting to:** North Regional Manager

**Job Purpose:**

To assist and support the development and implementation of a cohesive programme of adult learning provision in Anglesey and Gwynedd, including all aspects of planning, financing, organising and resource allocation and development. To develop and implement online and blended learning opportunities along with face-to-face learning opportunities across the region working collaboratively with the North Region team and partners. To assist the Regional Manager and Regional Curriculum and Quality Coordinator with IQA activities in the region.

**Length of contract:** Permanent contract

**Hours of work:** 17.5 hours per week

**Pay scale:** MG1 – MG4

**Starting salary:** £24,665 pro rata per annum

**Main duties and responsibilities**

1. 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.
2. To work closely with the Regional Learning Manager and work closely with the Regional Curriculum and Quality Coordinator to ensure that curriculum and delivery meets the agreed provision, finance and quality targets
3. Recruit viable numbers of learners onto the provision programme of courses via partnerships, networking, collaboration and promotion
4. 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
5. 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
6. 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
7. Provide advice, support and assistance to branch and learner forum members for the purpose of strengthening the organisation as a voluntary movement
8. 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
9. To work with the Regional Curriculum and Quality Coordinator and regional admin to support IQA activities within the region and comply with internal quality systems and processes
10. Undertake the implementation and development of project activities, curriculum design and development in conjunction with the Regional Manager and Regional Curriculum Coordinator.
11. Work as part of a team to develop and implement income generation activities in line with curriculum, finance and quality targets
12. Work as part of a team and in collaboration with other Curriculum Delivery Officers and/or co-ordinators 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
13. Undertake class visits and carry out teaching observations where appropriate and agreed in consultation with the Regional Manager and Regional Curriculum and Quality Coordinator
14. To undertake the delivery of learning where appropriate and agreed with the Regional Manager
15. Be part of the internal verification in all IQA activities and standardisation events
16. Liaise with the learner services team to ensure that learners receive the maximum benefit from the organisation’s support services
17. Liaise with the learner services officer to ensure the highest level of satisfaction of all learners ensuring the learners voice is heard and acted upon
18. Contribute to the regional and organisations SAR process and Quality Improvement plan
19. Carry out any other duties and responsibilities as may be reasonably required by the post
20. Comply with policies and procedures set out by the Addysg Oedolion Cymru | Adult Learning Wales and take responsibility for maintaining a safe working learning environment within the region
21. Adhere to the electronic communication policy including email and internet usage
22. Drive forward the organisation’s commitment to equality and diversity, ensuring that there are appropriate equality impact assessment in place
23. Be committed to the promotion of the Welsh language and the Education for Sustainable Development and Global Citizenship (ESDGC)
24. Take an active part in applying continuous improvement across the organisation
25. To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the organisations Data Protection Controller
26. Contribute to staff meetings, organisational initiatives and developments
27. Comply with all organisational policies and procedures, keeping abreast of changes and making any necessary changes to administrative systems
28. Ensure that all aspects of the organisations financial instructions and standing orders are followed.
29. Ensure the safe working practices are used and appropriate and Health and Safety legislation adopted
30. Actively support and practice equality of opportunity in the workplace
31. Work in a way that is sensitive to the Welsh language and complies with the Welsh Language Measure 2011 and our duties in implementing the Welsh Language Standards
32. Be willing to travel across Wales and work flexibly according to the role if appropriate
33. 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
34. This is a description of the job as it is presently constituted. It is the practice of Addysg Oedolion Cymru | Adult Learning Wales periodically to examine employee’s role profiles and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.
35. This description is not intended to establish a total definition of the job but an outline of the duties.

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| **PERSONAL SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION, TRAINING AND QUALIFICATIONS** | Minimum of Level 3 standard of educationLevel 3 Teaching qualification Level 3 Assessor Award or predecessorLevel 4 Internal Quality Assurance qualification IQA or predecessor | Digital Literacy qualificationQualifications related to online / blended learning delivery Essential Skills qualificationAdult Education Guidance qualificationLevel 4 Teaching qualification |
| **EXPERIENCE** | Experience of community education, adult education, or community developmentExperience of developing and delivering online and blended learning Experience of promoting or marketing activities in a community settingExperience of participation in internal quality procedures | Experience of working with or for voluntary groups or charitable organisationExperience of working in partnership, and networking with other agencies in the voluntary, community and statutory sector |
| **SKILLS, KNOWLEDGE,****ATTITUDE** | Excellent interpersonal andcommunication skills, excellent organisational, coordinating and administrative skillsGood all round IT skills including use of all basic office software packagesAble to work as part of a team and on own initiativeAble to develop good working relationships with people at all levels, including with community groupsAble to prioritise and plan own workloadAbility to work to tight deadlines, planning and prioritising work to ensure deadlines are metKnowledge of current issues in field of adult education in WalesCommitment to the support and development of local branches and learner forumsCapacity to motivate and stimulate non traditional learnersCommitment to Equal OpportunitiesPrepared to undertake training to enhance skillsUnderstanding of the Estyn Common Inspection FrameworkUnderstanding of quality systems and self assessmentFamiliarity with the values and processes of Community learning**Advance level 4 Welsh Skills****You can:** Can follow most conversations and discussions even if subject is unfamiliar and understand differences in register and dialect.Can contribute effectively in meetings, converse comfortably and exchange information, argue for and against a case and chair meetings.Can read most correspondence, understand reports with the aid of a dictionary, can understand novels unless written in very formal or colloquial form.Can produce correspondence, short reports, documents and literature with the aid of an editor or electronic aid. | Understanding of the Estyn Common Inspection FrameworkUnderstanding of quality systems and self assessmentFamiliarity with the values and processes of Community learningMail merge, Desk Top PublishingDevelopment of new office systems and procedures to aid ongoing development and improvementUnderstanding of data confidentiality requirements |
| **WORKING PATTERN** | Willing to work flexibly, including some weekend and evening work |  |
| **OTHER****REQUIREMENTS** | Has current driving licence and access to own transportWilling to travel as the post requires |  |

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**Guidelines for completing a job application form**

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

* **Role Profile** for the role you are applying for.
* **Personal Specification** (this is the last section of the role profile document) for the role you are applying for.
* **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 minimum 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. **Please note that the criteria in the desirable column would be an advantage, but are not a requirement in order to be shortlisted for interview.**
* **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 Please note due to the current pandemic we are unable to receive postal applications.

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**APPLICATION FORM**

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| **Vacancy Applied for:** **Curriculum Development Coordinator (Bangor)** | **Application reference number *(for office use only)*** |

Please ensure that **all** sections of this form are completed.

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| **Personal Statement**  |
| **Please outline your suitability for the post, referring closely to the person specification when writing your personal statement.****Please Continue on a separate sheet if necessary.** |
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| **Membership of Professional Bodies**  |
| **Name of Body** | **Grade of Membership** | **Admission Date** |
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| **Training and Personal Development** |
| **Please indicate any training and personal development activities you have undertaken which you feel are relevant to your application****Training/CPD undertaken Date** |
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| **EMPLOYMENT HISTORY****Please give details of employment to date including voluntary work in chronological order starting with your current or most recent employment**.**Please continue on a separate sheet if necessary** |
| **Dates** | **Employer** | **Brief outline of Duties and Responsibilities** | **Reason for leaving** |
| **From:** | **To:** |
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| **QUALIFICATIONS** **Please indicate relevant academic and teaching qualifications.**  |
| **Academic Qualifications** |  | **Date Achieved** |
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| **Teaching Qualifications** | **Date Achieved** |
|  |  |
| **Basic Skills/ESOL qualification (please specify)** |
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| **Welsh Speaker** | Yes/No |
| **Welsh Writer** | Yes/No |
| **Some Welsh** | Yes/No |
| **Other Languages** |  |
| **Please state your preference of language for future communication**  | English | Welsh |
| **Please indicate your preferred method of communication should your application be successful** | Email | letter |

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| **Are you able to provide evidence of your eligibility to work in the UK?** | Yes/No(for more information please contact HR Department) |
| **Do you have a full driving license?** | Yes/No |
| **Do you have access to a vehicle** | Yes/No |

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| **Please indicate where you heard of this vacancy specifying the website/publication**  |
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| **CLOSE PERSONAL RELATIONSHIPS**  |
| Close personal relationships are defined as follows: romantic/sexual relationships; family relationships; business/financial/commercial relationships; and close friendships. These include:* Spouse/partner
* Dating couples
* Parents/in laws/Step parents
* Children/Step children
* Siblings
* Grandparents and grandchildren
* Aunts, uncles and cousins
* Close friends
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| **Do you have a close personal relationship with an existing member/s of Addysg Oedolion Cymru | Adult Learning Wales staff?** | Yes/No |
| **If yes, please describe the nature of this relationship:** |  |

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| **REFERENCES** |
| Please provide in full, the name, address (including post code) and telephone number of two references, one of which should be your most recent employer where possible. References will be requested for all **successful** applicants. |
| **REFEREE 1.** |
| **Organisation name:** |
| **Organisation address:** | **Name of Referee:****Job title or Relationship:****Email address/telephone number:** |

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| **REFEREE 2.** |
| **Organisation name:** |
| **Organisation address:** | **Name of Referee:****Job title or Relationship:****Email address/telephone number:** |

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| I give my permission for the above referees to be contacted in order for references to be obtained, should my application be successful.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PLEASE NOTE – on appointment by the Adult Learning Wales you will need to provide original copies of qualification certificates and proof of your eligibility to work in the UK.

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| **Please return to:-** **Recruitment@adultlearning.wales****or to J. Jones at the address below:-****Addysg Oedolion Cymru | Adult Learning Wales, Bangor Office, Bryn Menai, Holyhead Road, Bangor, Gwynedd, LL57 2JA****Tel: 01248 363940****Addysg Oedolion Cymru / Adult Learning Wales is an equal opportunities employer** |

**EQUAL OPPORTUNITIES MONITORING FORM**

***Please note that this form will be removed from your application and will not be taken into consideration during the recruitment process.***

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| **Vacancy Applied for:** **Curriculum Development Coordinator** | **Application reference number *(for office use only)*** |
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| **SECTION 1**  |
| **PERSONAL DETAILS** |
| **Title:** | **First name:** | **Last name:** |
| **Address including postal code:** |
| **Daytime Telephone Number** |
| **Mobile Telephone Number** |
| **\*Email Address:**\* *Please note that your email address will be used as a primary source of communication wherever possible, so please ensure its accuracy* |

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| **EQUAL OPPORTUNITIES MONITORING** |
| We would be grateful if you take the time to provide us with the equal opportunities information detailed below. We collect this information to monitor and evaluate distribution of diversity across the Adult Learning Wales. We also use this information to ensure that we comply with legislation.Please indicate the categories which you feel most appropriately describe yourself.  |
| What is your gender? Man [ ]  Woman [ ]  Non-binary [ ]  Prefer not to say [ ] If you prefer another term, please enter it here: |
| What is your date of birth?  |
| What is your religion or belief?

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| No religion or belief | [ ]  | Atheist | [ ]  | Buddhist | [ ]  |
| Christian | [ ]  | Hindu | [ ]  | Sikh | [ ]  |
| Muslim | [ ]  | Jewish | [ ]  | Prefer not to say | [ ]  |

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| If you have another religion or belief not on this list, please enter it here:  |
| Are you married or in a civil partnership?Married [ ]  Civil Partnership [ ]  Prefer not to say [ ]  |
| Race and Nationality

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| White Welsh [ ]  | White English [ ]  | White Scottish [ ]  | White Northern Irish [ ]  |
| White Irish [ ]  | White British [ ]  | White Gypsy or Irish Traveller [ ]  |
| Any other white background, please enter it here: |
| Asian/Asian British [ ]  | Indian [ ]  | Pakistani [ ]  | Bangladeshi [ ]  | Chinese [ ]  |
| Any other Asian background, please enter it here: |
| Black/African/Caribbean/Black British [ ]  | African [ ]  | Caribbean [ ]  |
| Any other Black/African/Caribbean background, please enter it here: |
| Mixed/multiple ethnic groups [ ]   | White and Black Caribbean [ ]  |
| White and Black African [ ]  | White and Asian [ ]  | Asian and Black Caribbean [ ]  |
| Asian and Black African [ ]  |
| Any other mixed background, please enter it here: |
| Other ethnic group [ ]   | Arab [ ]   |
| Any other ethnic group, please enter here: |
| Prefer not to say [ ]  |

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| What is your sexual orientation?Heterosexual [ ]  Gay woman/lesbian [ ]  Gay man [ ]  Bisexual [ ]  Prefer not to say [ ] If you prefer to use your own term, please specify here:  |
| Do you consider that you have a disability under the Equality Act 2010?Yes [ ]  No [ ]  Prefer not to say [ ] If yes, what is the nature of the disability? Please enter here:\*\* Please not that this information is being sought for monitoring purposes. If you require adjustments to your job because of your disability, please talk to your line manager \*\**Applicants with a disability who successfully secure an interview will be given the opportunity to discuss how we can accommodate their needs both during the recruitment process and in the event that they secure employment with the Addysg Oedolion Cymru | Adult Learning Wales.*  |
| Do you have caring responsibilities? If yes, please tick all that apply.[ ]  None [ ]  Primary carer of a child/children (under 18) [ ]  Primary carer of a disabled child/children [ ]  Primary carer of a disabled adult (18 and over)[ ]  Primary carer of an older person [ ]  Secondary carer (another person carries out the main caring role)[ ]  Prefer not to say |

