

JOB DESCRIPTION

JOB TITLE:	Multiply Partnerships Coordinator – 17.5 hrs. per week (0.5 fraction)
DEPARTMENT:	Universal Skills
REPORTS INTO:	Head of Community Partnerships
OVERVIEW OF THE JOB	
<p>As part of the Multiply programme, the Partnerships Co-ordinator will support the design and delivery of numeracy courses that form part of the new Multiply initiative, in collaboration with employer and community partners as well as other external stakeholders. Multiply is a 3-year government funded programme to develop the numeracy skills of those without a maths GCSE at grade C (or equivalent). It develops adult learners' understanding and use of maths in daily life, at home and at work.</p> <p>Multiply presents an exciting opportunity to develop a bespoke offer to learners, which prioritises those with the greatest need to develop their numeracy skills for life and work. The Partnerships Coordinator is the principal point of contact for employers and community partners and plays a critical role in meeting the numeracy needs of those seeking and in employment, as well as developing their wider numeracy life skills. The role will enable those learners that are hardest to reach to develop the skills they need. Working with the Head of Community Partnerships, as well as other colleague working on the Multiply programme, this role will develop links with external stakeholders to ensure that Multiply courses are innovative, ambitious and relevant to the needs of learners - particularly those who would otherwise be least likely to seek support for the development of their numeracy skills.</p>	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Curriculum Development and Delivery	<ul style="list-style-type: none"> • Develop and implement effective curriculum management within Multiply delivery. • Identify new opportunities for the innovative design of numeracy courses to meet the needs of individuals, communities and employers. • Engage with employers/partners, to co-design programmes that improve maths skills within the workplace. • Coordinate bespoke pre-employment numeracy training programmes, linking, where appropriate, with employers. • Support the development of new provision for employers and community/external partners. • Liaise with curriculum staff to enable them to design, sequence, develop and implement an appropriate curriculum to support employability and community-based project objectives and to meet the needs of learners. • With the Head of Community Partnerships and other colleagues ensure that Multiply courses enable adults to acquire and develop the skills needed to participate in different literacies, express themselves effectively and make progress in the jobs market.
Quality	<ul style="list-style-type: none"> • Ensure continuous quality improvement of the Multiply programme, in line with Ofsted and City Lit requirements, through self-assessment and quality improvement. • Support numeracy tutors to deliver outstanding teaching, learning and assessment. • Support the Multiply Numeracy Coordinator to carry out class visits and drop-ins following up with learning projects, training sessions, and other post-visit activities. • Support the development of digital and on-line learning capacities within the

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	<p>department.</p> <ul style="list-style-type: none"> • Work with the Access Inclusion & Support team to ensure all learners receive the support they need, including exam access. • Assess new learners to ensure they are placed appropriately on the Multiply programme and ensure existing learners progress effectively.
Business Management	<ul style="list-style-type: none"> • Identify and respond to opportunities for growth and development within the Multiply programme. • Support staff recruitment, training, and performance to ensure high quality provision. • Support reporting on recruitment, engagement, success and progression of the contract. • Monitor the progress of projects and produce reports as appropriate for internal and external stakeholders. • Coordinate, monitor and review course performance within the Multiply programme. • Support the Multiply programme group, and other colleagues, in marketing and engagement activity for the Multiply programme
Talent Management and Resource Management	<ul style="list-style-type: none"> • Participate in the recruitment, selection and induction of new staff and tutors. • Collaborate with Multiply colleagues to support tutors on the programme. • Contribute to the development of digital and analogue resources for the effective delivery of both online and face-to-face classes. • Identify and manage suitable learning environments for external delivery (i.e. classroom accommodation).
External Engagement	<ul style="list-style-type: none"> • Establish, develop and maintain effective internal and external partnerships with communities and employers to increase participation in Multiply. • Represent and advocate for the Multiply programme externally (and internally) to cement and raise the profile of numeracy courses and Universal Skills to meet college objectives.
Other	<ul style="list-style-type: none"> • Maintain a high level of expert knowledge in the specialist area through continuous professional development • Attend relevant training / development events and meetings as required. • Promote and work at all times in accordance with and to further the policies, procedures and values of City Lit, including those regarding safeguarding, health & safety, equality & inclusion and customer care • Support the Multiply Numeracy Coordinator, as required, to ensure the effective design and delivery of numeracy courses. • Carry out any other duties as appropriate to the post.

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<p>Essential:</p> <ul style="list-style-type: none"> • A graduate or post-graduate qualification • Maths and English at GCSE Grade C or above (or equivalent) • Ability to work under pressure • Ability to see the bigger picture • Ability to challenge, analyse and take risks • Ability to work both independently and collaboratively with others. 	<p>Essential:</p> <ul style="list-style-type: none"> • Have successful experience of inter-agency and partnership working in an adult learning context • Have experience of liaising and negotiating with key stakeholders • Good understanding of how adult learners engage and make progress in areas across the Universal Skills curriculum • Have a good understanding of the curriculum offer • Experience in managing budgets

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Desirable

- A numeracy teaching qualification relevant to the curriculum area (e.g. Level 5 DET, DTLLS or PGCE that includes a pathway in Numeracy)
- Excellent knowledge of all aspects of foundation and entry level numeracy curricula
- In-depth knowledge of effective pedagogical approaches for adults (andragogy).
- Effective leadership skills
- Excellent communication skills and able to establish and sustain positive relationships internally and externally
- Excellent time management and organisation skills
- Have extensive experience of working with diverse communities
- Experience of promoting equality and diversity.

Desirable

- Have a sound understanding of Government funding rules and eligibility criteria with regard to adult skills.

HOURS OF WORK:

17.5 hours per week with some flexibility required regarding days and times (can include some evenings and weekends).

Work schedule to be agreed with Head of Community Partnerships.