**A picture containing flower

Description automatically generated**

Activate Learning is an expanding and pioneering education provider operating in schools, further and higher education and apprenticeship sectors.

Activate Learning is a partner in a new European Social Fund project in Berkshire, the Berkshire Education Employer Partnership (BEEP). This project aims to increase the number of high-quality employer engagement opportunities available to young people across Berkshire.

We are looking to recruit an Intensive Support Advisor (SEND) who will work with local employers and the other BEEP project partners to create employability opportunities, including Supported Internships for this important group of young people. The role will also take a key part in creating a thriving network of education providers to promote and deliver employability activities for SEND students across Berkshire.

**What do you need to be successful in this role?**

You will have demonstrable experience of working in a fast-paced environment with challenging demands on your time. Impeccable attention to detail is required as is an ability to collate information and dissimilate this appropriately for the audience receiving it.

You will have a Level 3 qualification or equivalent in English Language, Sociology, Psychology, or similar. We would prefer individuals with knowledge of specifics barriers to learning in order to advise on reasonable adjustments to support students appropriately.

Ideally, you will have previous experience in a similar role, possibly within the education section. You will have excellent communication skills and have to confidence to mobilise and drive new business to ultimately secure appropriate employer engagement opportunities for our students. You will have a proven track record of maintaining strong and robust relationships with employers, local businesses and learners to ensure we are providing the highest quality service to all.

The role is offered on a part time basis, working 23 hours per week alongside another Intensive Support Adviser and is fixed term until February 2023 when the project ends.

Office location is Reading College, but the successful applicant must be fully mobile with their own transport for frequent travel to meet employers across Berkshire.

**What are the benefits of this role?**

You will be working within a faculty that is supportive and encouraging, one where you’re encouraged to be curious and works with you to ensure that you feel set up for success.

You will be joining one of the largest Education Providers and will be provided with peer to peer learning, a formal development plan and support at every step of the way to set you up for success. We offer a buddy system, digital induction modules and a close-knit community across the Group to support the sharing of best practice and encourage individual growth. We have extensive technology in place to ensure working for home and flexible working options, especially in these times.

**What are the benefits of working for Activate Learning Group?**

At Activate Learning we are pioneering education with an unwavering focus on providing talent for business and transforming lives through our award-winning Learning Philosophy. Our student experience is the result of our attention to detail in recruiting, developing and retaining the right staff who match and promote the values and behaviours of our brand.

We reward our employees with generous annual leave entitlements, access to training and development, travel subsidies – bus and train, cycle scheme, onsite parking (first come first served), plenty of public transport options for all sites, discounted membership to the Lifestyle Centre (on some campuses) and Employee Assistance Programme.

**Applications are shortlisted on a rolling basis and we reserve the right to interview and appoint before any advertised closing date. We therefore encourage you to apply at the earliest opportunity to avoid disappointment.**

**For more information on this role please contact**

[recruitment@activatelearning.ac.uk](mailto:recruitment@activatelearning.ac.uk)

**01865 550632**

Activate Learning is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment. Successful applicants will be required to undergo a DBS check at the appropriate level.

Applications are encouraged from all candidates meeting or exceeding the minimum criteria for the role regardless of age, disability, gender, orientation, race, religion or ethnicity.

Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work. If you require an accessible format please contact us.

If an agency submits an unsolicited CV to any partner or employee of our company, you should be aware that they have no authority to enter into an arrangement with you. Should we require recruitment agency involvement, we will contact the agencies on our preferred suppliers list, and we would ask that you respect the relationships we have already built with these suppliers.