**Job Description:**

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| **Post:** | ***Partnership Coordinator***  |
| **Salary Grade:** | *Grade 4, Point 15 – FTE £26,199.43 per annum*  |
| **Responsible to:** |  *Head of Faculty for Adult Learning* |
| **Responsible for:** | *Meeting of college strategic aim of income generation through the development of partnerships with DWP and other referral agencies for the delivery of AEB funded courses*  |

**Key Purpose:**

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| **1** | Develop & manage excellent partnerships with DWP offices and other referral agencies for an ‘outstanding’ end-to-end service for the delivery of AEB funded courses to adult learners |
| **2** | To meet the full allocation of the AEB allocation from within internal delivery through business development work within DWP offices and other referral agencies |

**Key Responsibilities and Accountabilities:**

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| **A** | Develop and deliver an outstanding account management service with DWP offices and other referral agencies to meet the college’s strategic aims |
| **B**  | To be the college’s single point of contact with DWP offices and other referral agencies |
| **C** | Develop and deliver an end-to-end service for DWP offices and other referral agencies in the development of AEB funded training courses and customer enrolment onto courses |
| **D (G)** | Develop project-based solutions in response to (to meet) internal and external demands such as SWAPs for specific industry sectors in a responsive manner |
| **E (J)** | Liaise with account managers from Work-based learning to lead on SWAP development for DWP offices, other referral agencies and employers recruiting adult staff |
| **F (E)** | Liaise with delivery staff to ensure accuracy of planned courses and availability of new courses for delivery |
| **G (D)** | Carry out appropriate assessments on all DWP customers to ensure suitability of participation |
| **H** | Deliver CIAG to groups and individuals |
| **I**  | To be the college’s referral point of contact in the provision of welfare and support to all customers on-programme |
| **J**  | Develop and maintain up-to-date records using databases and other systems providing accurate and timely income actuals and forecasts for HOF |
| **K** | Report post programme learner progression to DWP offices, other referral agencies and employers |
| **L** | Recruit learners for other funded projects such as ESF |
| **M** | Represent the college at a range of internal and external networking events to promote the college as a provider of choice for adult education |
| **~~N~~** | Deliver job shop sessions to DWP customers and assist in all aspects of job search and application process  |
| **O**  | Any other duties deemed appropriate for the role |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in performance management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people, and vulnerable adults.  |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that this meets quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |
| **8** | Responsible for Student Success Rates, Retention, Attendance and Achievement |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| i |  Qualified at Level 2 for English, Maths and ICT | E |  |
| ii | Qualified IAG qualifications at level 4.  |  | D |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| iii | Good knowledge of the complex FE/training environment, as well as future developments and priorities.  | E |  |
| iv | Significant external partnership formation experience within training or education. | E |  |
| v | Experience of successful performance against targets in a projects-based environment within the FE sector | E |  |
| vi | Experience of developing and implementing programmes of study for external partners within an FE sector | E |  |
| vii | Experience of developing internal partnerships.  | E |  |
| viii | Good understanding of current Labour Market and employer/industry skills priorities.  | E |   |
| ix | Broad overall understanding of SFA funding methodology, and good understanding of commercial income, expenditure and contribution models.  |  E |   |
|  | **SKILLS & ATTRIBUTES** |  |  |
| x | Possess a high standard of customer service skills | E |  |
| xi | Ability to lead and inspire | E |  |
| xii | Possess high standards and have excellent organisational skills, being able to prioritise workloads and deadlines.  | E |  |
| xiii | High level numerical, IT and verbal reasoning skills.  | E |  |
| xiv | Highly developed analytical and presenting skills.  |  | D |
| xv | Highly developed communication, influencing, negotiating and networking skills.  | E |  |
| xvi | Strong ability to manage budgets and meet financial targets | E |  |
| xvii | A strong commitment to learner success | E |  |