

## **JOB DESCRIPTION**

**POSITION: LEARNER ENGAGEMENT SUPPORT WORKER**  
**(Working to Capacity project)**

**ACCOUNTABLE TO: SERVICES MANAGER**

**Connecting Hastings and Rother Together (CHART) Community Led Local Development (CLLD) Programme is delivering the CHART CLLD Local Development Strategy to support projects that bring a fresh approach to tackling deep-rooted problems in deprived communities within Hastings and Bexhill. The Programme uses European Structural and Investment Funds.**

### **Overall purpose of Post**

- To develop and lead engagement for the adult learner voice across the CHART area (Hastings, St Leonards, Bexhill and Sidley), consulting with learners and supporting them to access training opportunities across the area using a range of media
- To ensure all relevant documentation is completed as part of the European Union funded project

### **1.0 Operational**

- 1.1 To build and foster relationships with a wide range of audiences including the SLiC (Skills and Learning in the Community) members and learners
- 1.2 To develop a good knowledge of the training offer for each SLiC member organisation and be able to share this with adult learners
- 1.3 To develop strategies to increase the adult learner voice across the CHART area including adult learner forum meetings at each of the partner locations
- 1.4 To be responsible for supporting adult learners to access other learning opportunities as a progression route, signing them up to the project, ensuring they meet the criteria to engage in the project
- 1.5 To develop a 'Learner Passport' in consultation with adult learners and providers which can be used across the town with the SLiC members engaged with the project

- 1.6 To provide reports and feedback on adult learner engagement to the SLiC Board

## **2.0 Administration**

- 2.1 Administrative support of the sign up processes, including managing e-mails, phones, on-line meetings and processing registrations, ensuring learners are making an informed decision on taking part in the project
- 2.2 To use appropriate documentation for the project and ensure this is completed in a timely fashion for the funding claim
- 2.3 To keep detailed and up to date records of the work as part of the project to support the claim process
- 2.4 Inputting confidential information for the learner passport

## **3.0 Other duties**

- 3.1 To follow and promote FSN policies and be aware of SLiC policies at all times, reporting any issues of concern
- 3.2 To attend supervision, training and meetings as and when required
- 3.3 To carry out any other reasonable duties as requested by management

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of the post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject regular review.