

| Title Business Partner | Department Chief Executive's Department | Post Ref. |
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| Job Purpose The post holder: <ul style="list-style-type: none"> works directly with other staff in the Workforce Planning and Organisational Development Team to devise and deliver appropriate training to staff primarily within the Youth Service provides assessment for learners enrolled on the Level 2 and Level 3 Youth Work Qualification Courses and arranges to meet and work with individual learners supporting their needs using a flexible and responsive approach. contributes to the planning, organisation, monitoring, evaluation and evidencing of the training programme and other developmental processes contributes to the undertaking of the Learning and Curriculum team's day to day running and administration. | | |
| Key Responsibilities <ol style="list-style-type: none"> Devise, implement and periodically review the assessment framework for the Level 2 and Level 3 Youth Work Qualification Courses, in accordance with the Awarding Body and internal specifications. Provide assessment and monitoring of specific candidates' progress on Level 2 and Level 3 Youth Work Qualification programmes, within internal and Awarding Body guidelines. Complete all administrative work concerned with the assessments and keep and maintain accurate records of assessments for both the candidate and the Learning and Curriculum Team according to internal and awarding body requirements and to prepare monitoring information on individuals' progress on qualification courses. Provide prompt and constructive feedback to candidates soon after the assessment. | Key Accountabilities <ol style="list-style-type: none"> Ensure the accuracy of work undertaken To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance Work efficiently and effectively to support operational services | |

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| <ol style="list-style-type: none"> 5. Make sure that assessment strategies used are inclusive and are fair, reliable and consistent in assessment decisions. 6. Take an active part in the internal verification of other candidates' work and assessment documentation and co-operate with other Internal and External Verifier's to carry out the verification of portfolios. 7. To take part in the provision and periodic revision of a standardisation for the Level 2 and Level 3 Youth Work Course. 8. To design and/or deliver a proportion of the Youth Service training programme, as directed by the Business Partner. 9. To assist the Business Partner to identify the training needs of staff and assist in the development of an annual training programme, induction programmes, and qualification training. 10. To assist the Business Partner to ensure that Youth Service Staff can work effectively with the priority target group, by providing appropriate training for all staff. 11. To attend learning and curriculum development related meetings as appropriate, in order to provide advice and support on assessment, standardisation and related matters. 12. Liaising with other institutions and/or organisations as agreed. 13. Liaising with relevant candidates' managers in relation to performance and assessment issues | |
| The post holder will perform any duty or task that is appropriate for the role described | |

| Person Specification | |
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| <p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. JNC-recognised Qualification in Youth Work 2. Assessor's Award (D32/D33, A1 or equivalent) 3. Ability to work towards relevant vocational IQA Qualification 4. Awareness of issues affecting young people in the 13 – 19 age range 5. Awareness of health and safety issues concerning young people 6. Understanding of the Youth Work qualification process | <p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 4. Ability to meet agreed objectives and delivery targets by the effective use of resources. 5. Works efficiently and effectively and actively looks for ways of improving services and outcomes. 6. Works well with colleagues but also able to work on their own initiative. 7. Shares the Council's commitment to providing a safe environment for customers and staff and treating all with respect and consideration |
| <p>Experience</p> <ol style="list-style-type: none"> 8. Experience of vocational assessment in a youth work setting 9. Experience of working in a youth work setting 10. Experience of planning, delivering and evaluating training | |
| <p>Role Dimensions</p> <ol style="list-style-type: none"> 10. Availability to work on all weekday evening, on a rotational basis, and occasional weekends as an ongoing part of assessment and training 11. Manage an assessment portfolio of up to ten students | |

Please attach a structure chart

Date

Tier 7 – Experienced / Professional Staff