



## JOB DESCRIPTION

<b>Post:</b>	<b>ESF Guidance Officer</b>
<b>Responsible to:</b>	Projects Delivery Manager
<b>Salary:</b>	£23,728 per annum Scale 5, Point 26 Full-Time / Part Time, Fixed Term until 30 June 2023 <u>This post is part-funded by the European Social Fund</u>
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To support the attainment of ESF project targets by delivering outreach and information, advice and guidance activities with project participants across Cornwall and the Isles of Scilly.</p> <p>To offer high quality detailed information, advice and guidance and to develop individually tailored action plans to support individuals looking to access or return to study at Level Three or above, including advice on skills provision, career opportunities, funding options and progression routes.</p>
<b>Specific Duties:</b>	<p>To fully understand the skills programmes and funding available to participants with regards to eligibility and compliance with audit requirements.</p> <p>To lead on the engagement with participating individuals, providing coordinated activity and collaboration where appropriate</p> <p>To support the attainment of project targets through planning, the implementation of contact strategies, marketing and operational activity with the aforementioned groups.</p> <p>To complete comprehensive information, advice and guidance paperwork in line with ESF quality requirements with eligible learners and develop and agree tailored skills action plans prior to the start of their learning, which will be reviewed during the learners engagement on the ESF project to maximise their progression.</p> <p>Use a variety of assessment tools, such as learning styles, computer-based interest guides or skills inventories and diagnostic tools, to help learners identify, clarify and assess their needs and any barriers to learning.</p> <p>To liaise with internal teams responsible for skills provision, including Higher Education, Part-Time Courses and the Business and Professional Curriculum Area, to ensure the skills offer fulfils the needs of the learner and provide any relevant feedback to support continuous improvement.</p>



Pro-actively promote the ESF support for skills provision to individuals by participating in a range of marketing and networking activities to ensure targets are achieved.

To update CRM and data systems with required information promptly and to the designated standards required. To implement and attend to appropriate administrative arrangements.

To identify and support the collation of case studies that that evidence the impact of the learning intervention(s) and work with the ESF Project Co-ordinator and European Projects Manager to provide business and learner feedback for quarterly project narratives and external marketing literature.

To respond flexibly to the varied requirements which will inevitably emerge in the process of developing the project and scope of the department.

## **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## **PERSON SPECIFICATION**

### **ESF Guidance Officer**

#### **Essential**

- A good knowledge of the business landscape of Cornwall and the Isles of Scilly.
- Experience of conducting diagnostic assessments with learners, developing action plans and signposting to appropriate support or training.
- Information Advice and Guidance NVQ Level 4 (or equivalent) or working towards
- Excellent attention to detail and administrative skills, including the completion of high quality learner paperwork and action plans.
- Ability to plan, organise and work under pressure
- Self-motivated and personable – capable of working both as a team player and independently
- Strong communicator (written, oral and presentation skills), within technical, commercial or educational environments, with good analytical, diagnostic and problem solving skills
- Excellent interpersonal skills in order to work effectively with learners, businesses, internal colleagues and external stakeholders
- Good IT skills and the ability to complete and maintain effective records.
- An enthusiastic and energetic approach to work challenges and a willingness to work in a learner and business centred manner
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence

#### **Desirable**

- Proven track record of an understanding of: ESF Objective 1 / Convergence co-finance projects; Jobcentre Plus contracts; Government funded projects especially Apprenticeships
- Qualification / accreditation / membership of one or more of the following: Level 3 Coaching; Certificate in Education or C&G 7307/2

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence. Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.