###### ASHTON

###### Ashton Community Trust Job Description

Job Title: LEMIS+ Project – Hospitality Tutor

**Responsible to:** **LEMIS+ Project Training Co-ordinator**

Location: North Belfast

Hours: 37.5 Hours

Salary: £24,717 per annum

Pension: 7%

Contract Term: End March 2018 (subject to funding)

*JOB BACKGROUND:*

This post is part of the LEMIS+ Project, a Belfast wide employment project implemented by a consortium of organisations led by Ashton Community Trust. The other LEMIS+ Project Partnership organisations are:

* GEMS NI
* Upper Springfield Development Trust
* Impact Training
* East Belfast Mission

The post holder will be responsible for the development and delivery of hospitality programmes for the Belfast citywide LEMIS+ Project. The hospitality tutor will travel throughout Belfast to the locations of the LEMIS+ Project partners and their supply chains delivering quality hospitality training.

## *KEY TASKS & RESPONSIBILITIES:*

1. To design and deliver a range of hospitality courses for the LEMIS+ Project
2. To induct learners onto qualifications in line with the requirements
3. To carry out registrations and claiming of certificates in line with awarding body requirements
4. To design and maintain effective information management, administrative and reporting systems, ensuring all quality processes and systems are adhered to
5. To meet all monitoring and evaluation procedures as set by LEMIS+ Project partners
6. To work in conjunction with all LEMIS+ Project partners in the delivery of hospitality courses
7. To support all clients while participating on the programme and to signpost them to other programmes within the LEMIS+ Project in order to identify any barriers, or to progress them into employment or to further education

#### OTHER RESPONSIBILITIES:

1. Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of Ashton Community Trust as may reasonably be requested by his/her manager.
2. Work flexibly on evenings, weekends and during school holidays to ensure full delivery of the programme.
3. Undertake training in order to develop work related skills and knowledge.
4. Work with due regard for Ashton Community Trust’s core values and objectives
5. Ensure the effective implementation of and adherence to, the Trust’s policies and procedures
6. Participate in Ashton Community Trust’s performance management and appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
7. Share best practice and achievements, and contribute to opportunities to present outcomes and case studies.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with their line-manager.

#### Person Specification

Note to Applicant: When completing your application form you should demonstrate and give evidence to show you have the necessary education, experience, knowledge and skills identified in the person specification. The onus is on the applicant to demonstrate equivalent qualifications.

Important

Please read questions carefully and provide full and clear detail in your answers

**Eligibility Criteria**

1. A recognised level 3 qualification or above in a hospitality related area
2. GCSE Mathematics and English Language at Grade C or above or equivalent (e.g. Level 2 Essential Skills Application of Number and Communication);
3. A track record covering two years within the last four years in the field of hospitality training;
4. Ability to design and deliver hospitality training programmes at various levels;
5. Experience of carrying out assessment of qualifications as a tutor or internal assessor
6. Ability to work on own initiative and/or as part of a team
7. Ability to communicate effectively with others e.g. awarding bodies, statutory agencies, management and staff of the LEMIS+ Project;
8. Ability to report and present effectively to a range of audiences and management through the use of ICT, orally and in writing;
9. To work as part of a team in planning and running events such as open days, award ceremonies etc. to promote the work of the LEMIS+ Project with the aim to engage new clients;
10. To anticipate future workload, ensuring resources and support are in place, anticipating difficulties, and planning and prioritising accordingly. To balance competing priorities and to meet targets and deadlines
11. To implement information and management systems and records to enable the effective monitoring and evaluation of the project
12. Possess an understanding and supportive approach to the needs of the target group
13. Ability to work flexible hours
14. A valid driving license and access to transport appropriate for the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfil the duties of the post)

**Desirable Criteria**

**(One or all of the desirable criteria may be used to shortlist applicants)**

* Experience of teaching hospitality to adults
* Experience in delivering hospitality training in a community setting
* Certificate in Teaching or above (if the successful candidate does not have this qualification at time of appointment he/she must be willing to undertake the qualification as part of staff development which will be financially supported by Ashton Community Trust)

**Vetting**

Appointment to this post is subject to successful applicant declaring all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out.

**References**

Appointment is also subject to the return of complete and satisfied references obtained from previous or present employers