# Conway Education Centre is seeking a passionate and dedicated individual who is committed to making a positive impact through community education.

At Conway Education Centre, we’re on a mission to transform lives through learning. We provide accessible, community-focussed education that goes beyond acquiring skills – our aim is to unlock the potential within each individual. We are committed to empowering our learners, taking pride in fostering an environment where individuals can take ownership and control of their lives.

The Centre provides learning opportunities to adult learners and a range of volunteering opportunities to gain valuable work experience, be active in the community and make new friends. Conway also provides English language classes and homework support to refugee and newcomer families

Being part of the community is at the core of our approach. Through our programs, we not only provide education but also encourage the building of networks, fostering connections that extend beyond the classroom. Conway Education Centre is more than just a place to learn – it’s a supportive hub for everyone, including refugees and newcomers, to embark on a journey of integration, empowerment, and community building.

At Conway Education Centre, you’ll find a diverse range of courses tailored to meet the needs of adult learners. From practical skill development to personal growth opportunities, our programs are designed to make learning easy, enjoyable and accessible. With a commitment to fostering a supportive learning environment, we aim to help individuals take control of their lives, building a foundation for a better future.

**The key role of Adult Education Coordinator**

As the adult education coordinator, you have a passion for learning and you are knowledgeable about learning opportunities and progression pathways in Northern Ireland.

Your role is focused on organising and coordinating the education programme, ensuring smooth operations, liaising with tutors, and fostering a supportive learning environment. You are community-orientated and have a good knowledge of the community sector in (west) Belfast. You will take the lead in student recruitment and outreach activities. You will have great attention to detail, ensuring that student records are accurate and up-to-date. You will work closely with tutors, students, and colleagues to deliver high-quality educational experiences that meet the needs of our community.

If you have strong interpersonal skills and enjoy engaging with students, colleagues, and volunteers, we encourage you to apply and join our team!

**Why Join Us?**

* Be part of a passionate team that values education and community.
* Opportunity to make a real difference in the lives of adult learners.
* A supportive and inclusive work environment.
* Competitive salary and benefits package.

**Closing date: Thursday 5 September 2024, 5pm**

**Interview dates: week commencing 9 September 2024**

**Email applications:**

[info@conwayeducation.org](mailto:info@conwayeducation.org)

**Postal address:**

Centre manager

Conway Education Centre

5/7 Conway Street, Belfast BT13 2DE

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| **Conway Education Centre** |
| Job Description |
| Job Title: Adult Education Coordinator |

**Location:** Conway Education Centre,

5 – 7 Conway Street, Belfast BT13 2DE

**Hours**: 37,5 hours per week – including one evening (Tuesday)

**Salary:** £24,665 per annum + 5% pension contribution

**Responsible to**: Centre Manager

# Key duties and responsibilities

1. To organise and oversee an annual programme of adult education courses providing learning and progression opportunities to meet the needs of students.
2. To participate in strategic planning to further develop Conway’s adult education programme
3. To recruit and manage a small volunteer team to act as volunteer mentors to adult learners

**Recruitment/promotion**

1. To implement our recruitment strategy to promote the education programme through all available avenues
2. To liaise with relevant groups and organisations to develop and promote Conway’s education programme targeting those individuals most socially excluded.

**Education programme**

1. To provide information, advice, guidance, and support to students
2. To identify community education needs and sourcing of provision.
3. To design and coordinate the education programme including accredited and unaccredited learning for two semesters per year
4. Build strong relationships with tutors, providing them with the support and guidance they need to effectively deliver their courses
5. Liaise with awarding bodies such as OCN, register learners online, liaise with internal and external verifiers and ensure implementation of quality assurance requirements
6. Ensure student records, databases and associated administration is accurate and kept up to date.

**Feedback and Improvement**

1. Actively listen to student feedback, analyse their experiences, and work with the team to implement improvements that enhance the quality of our programs.
2. Assist in the annual evaluation of the education programme

**Staffing**

1. Work closely with a dedicated and hard-working team, contributing to a positive work environment and the overall success of our education initiatives.
2. To liaise with staff team to ensure that resources and organisational requirements are coordinated
3. To supervise and support the work of volunteers assisting with the programme

**Finance**

1. Assist in managing the education budget, maximising the financial resources available
2. Manage student payment plans and keep accurate records of course fee payments

**Networking**

1. To represent Conway Education Centre/participate at forums and networks relevant to community education.

**Other**

1. To attend staff meetings, team training and participate in the decision-making process of CEC.
2. To carry out such other relevant or related duties as may be required by management

The above statements are intended to describe the general nature and level of work performed by employees within this position. They are not intended to be interpreted as an exhaustive inventory of all duties responsibilities and qualifications required of employees assigned to this job. They will be reviewed from time to time and may be modified to meet the changing needs of Conway Education Centre.

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| **Personnel specification** |
| Adult Education Coordinator |

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| **Educational and professional qualifications** | |
| Essential | Desirable |
| Good level of education, including GCSE English, Maths and ICT A-C grade **or equivalent** **qualification**  Minimum of Level 3 in Education & Training **or equivalent qualification** | Third level qualification in Education,  Third level qualification in community development,  Teaching and/or assessors’ qualification |

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| **Previous experience and training** | |
| Essential | Desirable |
| Experience in organising and coordinating educational courses or educational programmes in a community setting | Experience in Good relations/diversity work |
| At least 1 years’ experience in project management | Experience in project monitoring and evaluation |
| Knowledge of (west) Belfast and the education issues facing the community | Experience of quality assurance and working with awarding bodies such as OCN NI |
| Experience in working with ‘hard-to-reach’ adults and/or marginalised groups | Knowledge of and experience in marketing techniques |
| Knowledge and experience of the qualification framework and education pathways for progression in Northern Ireland |  |
| Ability to use information technology as a communication and resource tool, good knowledge of Microsoft office programmes, including Excel |  |

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| **Skills & Abilities** | |
| Essential | Desirable |
| Ability to communicate effectively with learners and colleagues of all levels and backgrounds | Proven problem-solving skills |
| Experience of providing advice and guidance on learning opportunities |  |
| Excellent planning and organisational skills |  |
| Ability to work on own initiative to meet objectives in a complex, changing environment |  |
| Excellent time management skills and ability to prioritise tasks |  |

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| **Attitude** | |
| Have a commitment to the aims and objectives of Conway Education Centre |  |
| Have a commitment to equality and diversity |  |
| Committed to effective team working |  |
| Excellent customer service and interpersonal skills and able to demonstrate a positive, 'can do’ attitude |  |

**Additional: Candidates will be required to prove, upon offer of employment, that they meet with current legislation and have the right to work in the UK**

**In case of a high number of applications, CEC reserves the right to enhance the shortlisting criteria with the Desirable criteria.**

**Your information will be handled and stored in accordance with the Data Protection Act 2018. A criminal record will not necessarily be a barrier to obtaining a position with CEC. CEC adheres to AccessNI Code of Practice, a copy of which is available on request.**

**CONWAY EDUCATION CENTRE**

**APPLICATION FORM**

**Job title: Adult Education Coordinator**

To be returned to: Centre manager

Email: info@conwayeducation.org

Postal address:

Centre manager

Conway Education Centre

5/7 Conway Street

Belfast BT13 2DE

Deadline for applications: **5.00pm, Thursday 5 September 2024**

The following application form has been devised to assist in the short-listing process and relates directly to the criteria outlined in the personnel specification. Please demonstrate clearly how and to what extent you meet each requirement, in the correct section. It is the candidate’s responsibility to clearly demonstrate how they meet the criteria, including the Desirable criteria, to be shortlisted for interview.

Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.

**CV’s are not acceptable and will not be considered.**

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| **PERSONAL DETAILS** | | | |
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|  | SURNAME |  |  |
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|  | **EDUCATION AND TRAINING** | | | | | | | | |  |
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|  | **QUALIFICATIONS (GCSE or equivalent)** | | | | | | | | |  |
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|  | **THIRD LEVEL EDUCATION** | | | | | | | | |  |
|  | UNIVERSITY/COLLEGE | | |  | | | | | |  |
|  | DEGREE & CLASSIFICATION | | |  | | | | | |  |
|  | MAIN SUBJECTS | | |  | | | | | |  |
|  | DATE OF AWARD | | |  | | | | | |  |
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|  | **PROFESSIONAL QUALIFICATIONS** | | | | | | | | |  |
|  | NAME OF PROFESSIONAL BODY | | | | QUALIFICATION OF MEMBERSHIP | | | | |  |
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|  | **OTHER TRAINING** | | | | | | | | |  |
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| **1** | Please provide detail and give examples of your experience in organising and coordinating educational courses or projects in a community setting |
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| **2** | Please provide details of your knowledge of (west) Belfast and the education issues facing the community |
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| **3** | Please provide details and examples of your knowledge and experience of the qualification framework and education pathways for progression in Northern Ireland |
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| **4** | Please provide examples of your experience in working with ‘hard-to-reach’ adults and/or marginalised groups |
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| **5** | Please provide examples of your ability to work on your own initiative to meet priorities and objectives in a busy environment |
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| **6** | Please detail your experience and ability to use information technology as a communication and resource tool and provide information of your knowledge of Microsoft office programmes including Excel and Access |
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| **7** | Please provide relevant examples of your abilityto communicate effectively with learners and colleagues of all levels and backgrounds |
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Please provide any further relevant information in support of your application

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|  | **Yes** | **No** |
| Do you have a commitment to the aims and objectives of Conway Education Centre |  |  |
| Do you have a commitment to equality and diversity |  |  |

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|  | **REFERENCES** | | | | |  |
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| **Please provide the details for two references. At least one should be your current employer, if applicable, or a previous employer.**  **References may be sought prior to interview, and will be made available to the selection panel.** | | | | | | |
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Your information will be handled and stored in accordance with the Data Protection Act 2018. A criminal record will not necessarily be a barrier to obtaining a position with CEC. CEC adheres to AccessNI Code of Practice, a copy of which is available on request.

DECLARATION

The information given in this form is correct to the best of my knowledge. Any false statement may lead to my rejection, or if employed, dismissal.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Employment History – please complete in full** | | | | | |  |  |
|  | **PERIOD OF EMPLOYMENT**  **(beginning with most recent)** | **EMPLOYER** | **JOB TITLE & DUTIES** | **SALARY** | **REASON FOR LEAVING** | | |
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| **Voluntary Work** | | | |
|  | **PERIOD OF SERVICE**  **(beginning with most recent)** | **ORGANISATION** | **TITLE & DUTIES** |
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