

**Job Title:** Tutor

**Hours:** 7.5 up to 37.5 per week (negotiable)

**Location:** Hybrid working (home/office) with travel. Choice of base locations – Magherafelt or Antrim

**Term:** Fixed Term to 31st March 2026 (with opportunity to extend, subject to funding)

**Salary:** £25,082 increasing to £26,082 upon completion of probationary period) pro-rata

# Company Background

Network Personnel was established in 1987 and is currently one of the top performing organisations in Northern Ireland in terms of back to work and employability initiatives. As a result of continued growth, they wish to appoint suitably experienced and qualified Tutors to deliver a range of qualifications and workshops to participants enrolled on our employability programmes.

# Job Purpose

To support participants by delivering a range of vocational workshops and accredited qualifications on Network Personnel’s suite of programmes. Network Personnel wishes to recruit tutors who can deliver **2 or more (essential)** of the following disciplines/subject areas:

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| * Digital skills/ICT (including Social Media) |
| * Essential Skills (Literacy, Numeracy & ICT) |
| * Children’s Care, Learning & Development(CCLD) |
| * Leadership & Management |
| * Health & Social Care |
| * Counselling |
| * Manual Handling |
| * Book-Keeping & Accounts |
| * Coaching & Mentoring |

# Core Duties and Responsibilities

* Be responsible for the delivery of employability, personal development and vocational skills training for participants in both group and one-to-one settings
* Be responsible for the delivery of any other relevant training as/when required
* Provide an excellent level of customer care to all those participating on training courses ensuring a welcoming environment and professional approach at all times
* Assess individual needs, ensuring that participants understand the requirements of their training paths
* Adhere at all times to the requirements set by the relevant parties/awarding bodies
* Be responsible for the on-going review and development of learning plans to ensure they meet the standards of the specific training qualification
* Be responsible for maintaining accurate and comprehensive records of participant attendance and progress
* Provide learning-related mentoring/support for training participants as/when required
* Maintain a high standard of training and assessment and ensure performance targets are achieved
* Provide accurate and timely management information and statistical reports as required
* Develop training materials where necessary and make available to other tutors within the Company
* Use a range of teaching strategies to meet the needs of the various groups who will be participating in learning
* Participate in team meetings and contribute to the achievement of the overall company objectives
* Consistently achieve set objectives, targets and K.P.I.s
* Any other related duties as required by the business objectives
* Undertake CPD activities which enhance individual and organisational performance, maintaining/developing relevant skills to the highest professional standards
* Demonstrate a commitment to safeguarding
* Maintain the principles of data protection, ensuring an awareness of all Company policies and procedures
* Adhere to and uphold Network Personnel’s Code of Conduct, policies, procedures and values at all times including Equal Opportunities, Health & Safety, Data Protection, Lone Working, Confidentiality etc. and provide these policies to clients.

# Applications Procedure

To express your interest in this role, please complete and forward the Applicant Declaration form, confirming your suitability for the role and how you meet the essential criteria, together with your C.V. (in word format only) to [michelle.mcmullan@networkpersonnel.org.uk](mailto:michelle.mcmullan@networkpersonnel.org.uk) Closing Date for receipt of applications is **12pm on 14th February 2025**

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| **Tutor - Person Specification** | | |
|  |  | **How assessed** |
| **Qualifications** | **Essential**   * Level 3 qualification (or higher) in relevant discipline * 5 GCSE’s at grade C or above (or equivalent) to include English | Declaration Form &  validation of original copies of certificates |
|  | **Desirable**   * Higher level teaching qualification (BEd Hons, PGCE or equivalent) with a min 50% of subject area * Assessor qualification (Level 4 or above) | CV CV |
| **Experience** | **Essential**   * Considerable experience in a similar training/teaching role * A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time * Experience of completing training plans * Experience of developing training workshops * Experience of delivering both group and one-to-one training sessions | Declaration Form Declaration Form  Declaration Form Declaration Form Declaration Form |
|  | **Desirable**   * Experience in a customer service environment | CV |
| **Job related Knowledge** | **Essential**   * Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook * Strong knowledge and understanding of the importance of maintaining standards and assessing candidates | Declaration Form Interview |
| **Skills and Competencies** | **Essential**   * Excellent written communication skills * Excellent presentation skills * Excellent verbal communication skills * Negotiating and influencing skills * Strong time management skills and ability to manage own workload and prioritise essential/key tasks * Self-motivated and resilient with a desire to succeed * Ability to work effectively in a team * Organisational skills * Coaching skills * Empathic and approachable | Declaration Form Declaration Form Interview Interview Interview |
|  | Interview Interview Interview Interview Interview |
| **Other requirements** | **Essential**   * Full driving license and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role. | Declaration Form |



***Candidates must demonstrate that they have met the essential criteria within each area.***

***Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.***

We reserve the right to enhance the short listing criteria where and when this is deemed necessary. All successful candidates will be subject to a Access NI Check and suitable references and where there is a requirement to drive their own vehicle for work purposes evidence of their vehicle being insured for work purposes will be required.

*Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.*