



## Job Opportunity - Adult Learning Coordinator

OrganicLea is seeking to recruit an Adult Learning Coordinator for our skills-development and training work. Our adult learning portfolio has increased dramatically over the past 5 years and now makes up a significant and growing part of participation and engagement activity at our Hawkwood Nursery market garden site. We are looking for someone to oversee and manage the running of the accredited training provision, working alongside our four trained adult learning tutors.

We are looking for a range of skills but experience of project coordination within team structures is essential. Experience of the adult learning sector with its specific funding and qualifications frameworks is desirable - however a commitment to learning this fast and making this part of your future skill-set here at OrganicLea is what is essential. There is an opportunity for extensive skills-development handover as part of induction to this role.

We are keen to interview people who bring existing adult learning experience (AEB) from the statutory or community learning sector and are eager to implement their skills within OrganicLea's horticultural training provision. We are also keen to meet people who have significant project and information system management experience with an ability to gain the specific knowledge required for this work quickly - bringing a demonstrable understanding of the role this work plays in supporting OrganicLea to achieve its aims. Our adult learning portfolio is of prime importance not only to achieving our vision, but as a model for supporting financial sustainability within the community and non-commercial sector. Its growth within OrganicLea has been an exciting development over the past 5 years.

We are looking for someone to undertake the core duties below at 2 days per week, but can offer additional responsibilities to make the role up to 3 or 4 days depending on the applicant's experience and skills. Additional responsibilities could include delivering horticultural courses, sessional work coordination, fundraising or managing the site's facilities and events programme.

OrganicLea is a workers' co-operative whose activities are managed by its members, so in addition, you need to be able to contribute to its governance and strategic development, in particular working as part of OrganicLea's training, engagement, volunteering and outreach team.

- 2-4 days per week
- Salary £24,374 pro rata
- Responsible to: OrganicLea workers' cooperative
- Permanent contract subject to a 7 month probation period.

### How to apply

Please write a brief outline explaining why you are interested in joining OrganicLea's adult learning team, what experience and skills you can bring to this role, your work and training history (this could be attached as a CV). Please also provide the name and contact details of two referees; your own contact details; information on any unspent convictions.

Please send applications to [joanne@organiclea.org.uk](mailto:joanne@organiclea.org.uk).

**Deadline for applications: Friday 31 May midday.** Interviews will take place on 6 June with start date asap.

## **Job Role for Adult Learning Coordination (2 days)**

### ***Managing our Adult Learning contract(s) - currently with London Learning Consortium:***

- Lead on contract management with adult education partner(s): attending contract monitoring meetings, reporting on Key Performance Indicators, collating reporting data including success rates, funding drawdown, enrolments
- In conjunction with adult learning team, preparing and maintaining the course plan to ensure courses meet targets as well as Organiclea priorities
- Preparing and writing annual self assessment for adult education offer in alignment with Ofsted criteria
- Keeping up-to-date with changes in Ofsted and Adult Education Board (AEB) funding regulations
- Planning and oversight of enrolment and information sessions, including bookings onto sessions
- Processing and recording course fee payments, reviewing and maintaining course fee structure as required
- Leading on the preparation and processing of learner enrolment, on-course and completion documentation in accordance with partner requirements

### ***Leading on accreditation activity - currently City and Guilds and AQA***

- Leading on Awarding Body compliance, registration and certification
- Preparing documentation ahead of External Quality Assurance visits from the Awarding bodies.

### ***Development and partnership work***

- Building links with other Horticultural training organisations to share knowledge and practice
- Partnership building with lead AEB contract holders
- Leading on Organiclea's adult learning development work - supporting the growth of new courses to meet the needs of the communities' and partners we are working with at the local and national level.

**As well as specific role responsibilities, we share responsibility for the running of OrganicLea as an organisation and limited company.**

### **General Co-op responsibilities:**

- Participate in General Meetings and work teams of the cooperative and support the processes of consensus decision-making within the cooperative
- All workers are required to monitor and mitigate financial, health and safety and other risks within their area of responsibility
- Share responsibility for peer appraisal and support, facilitating meetings, minute-taking, and other organisation-wide tasks
- Participate in the development of OrganicLea as a workers' cooperative organisation, including contributing to the development of other related projects within the cooperative

- Work together with other Co-op members and volunteers according to co-operative and permaculture principles. (For more information on these principles, see our website.)

Members are expected to abide by the Secondary Rules and policies of OrganicLea, work considerately and respectfully with all, and be willing to undergo training as deemed appropriate by the Co-op.

## Person Specification

### Essential experience, skills, abilities and commitments

- Significant experience in a coordinating role in the public, community or voluntary sector
- Excellent project coordination/management skills
- Ability to use and set up information systems and databases effectively
- Strong IT skills particularly Excel spreadsheets
- Experience in a role that involved partnership development and maintenance
- Good organisational skills with an ability to work under own supervision, to manage and prioritise own workload and to meet deadlines, but also work as part of a team in a cooperative and sensitive manner
- Strategic thinker
- Commitment to working within a cooperative structure
- Commitment to community empowerment, especially in diverse urban communities
- Commitment to environmental sustainability in all aspects of the work
- Willing to be DBS checked
- Clear visions and excitement about the opportunities to develop aspects of this work

### Desirable

The below knowledge and experience are fundamental to the role; however we are willing to consider candidates without direct experience who can show a willingness and ability to learn these systems fast, and a passion for putting them in place to support education and training activity at a learning centre like Hawkwood.

- Knowledge of learning aim funding drawdown, learning aim database resource and AEB eligibility rules
- Knowledge of qualification frameworks and types in horticulture
- Knowledge of awarding body quality and administration requirements
- Knowledge of Ofsted quality requirements
- Experience of working with a lead partner in a contract relationship
- Experience (or understanding) of cooperatives / non-hierarchical organisations