

Capital City College Training Job Description and Person Specification

Post:	Multiply Participant Engagement Officer
Base:	Community based various sites.
Contract:	FTC
Hours:	35 per week
Reporting to:	Community Liaison Team Leader
Responsible for:	Processing all new Students onto the Multiply contract
Salary:	£27,986 per annum

Key Purpose

The Participant Engagement Officer will work closely with the community liaison team and ensure that all new participants are enrolled and processed on a timely basis

Responsible for identification, recruitment, and enrolment of participants onto programme ensuring full compliance and eligibility evidence is in place.

Main Duties and Responsibilities

Providing a flexible community-based service where you can enrol students onto programme. You will also be expected to help man our mobile delivery unit which can be based anywhere within London.

The post holder will provide key support for all aspects of the contracts and be responsive to the needs of local communities.

Duties:

1. To engage and support individuals onto relevant programme
2. To enrol fully all students onto the Multiply programme.
3. Identify existing referral agents, statutory services and other third party referral paths and establish strong working relationships within your area of London
4. To support and participate in the delivery of activities and events, with the aim of engaging new participants onto programme.
5. Liaise with all CCCG recruitment teams to identify potential participants
6. Support and encourage a range of interventions to participants including maintaining the learner journey they have started.
7. Ensure all data records are up to date and communicated to the Community Liaison team leader and curriculum manager.
8. Have awareness of other similar programmes within London and understand CCCT USP
9. Follow all GDPR regulations in line with contract funding rules and specifications.

N.B This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Special Conditions

1. The nature of this post means that the post holder will need to travel in and around London
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

Expectations of the Post Holder

1. Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
2. Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
3. Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the college;
4. Abide by the college's data protection policy;
5. Actively participate in the appraisal scheme;
6. Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
7. Carry out work in a manner and framework that is consistent with the college's requirement to safeguard children and vulnerable people;
8. Have a good understanding funding rules or similar funding streams requiring a paper based recording system that demands an eye for detail and process driven with willingness to learn and be able to implement them.

The scope of the afore said reflects the needs of the College at the present time. It is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Persons Specification

Area to be assessed	Essential	Desirable	How this will be assessed
Qualifications	<ul style="list-style-type: none"> Min Level 2 qualification 	L2 IAG qualification or relevant working evidence	AF
Professional development	<ul style="list-style-type: none"> Experience of ongoing professional updating and development in relevant fields. 		I
Knowledge	<ul style="list-style-type: none"> Knowledge and experience of ESF / ESFA Risk Management Equality and Diversity Safeguarding requirements and controls knowledge of both theoretical and practical aspects of project management Knowledge of project management techniques and tools communication skills – both written and oral within the context of a training environment 	Knowledge of funding rules	P I/P I I I/P I
Experience	<ul style="list-style-type: none"> Quality Compliance experience in the context of ESF / ESFA Be business forward in terms of quality systems and continuous improvement Track record of successfully working on ESF projects and contracts Experience of working on multi projects and with external funding and other agencies 	Working on Gov funded contracts Understanding of barriers faced by students	I/AF I AF/I AF/I

Skills and Abilities	<ul style="list-style-type: none">• Understanding of barriers facing participants at the current time• Understanding of how referral agencies work and how to integrate with them• Have a passion and drive to help support people to maximise potential• Be able to effectively time manage self• Be able to work independently and part of team• Have good written and verbal communication skills		AF
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