

Post Title	Community Business Development Officer
Location	Craven College, Skipton (Multi-site)
Rate of pay	APT & C Scale SO1 point 29 - 31 £26,304 - £ 27,684 per annum
Hours	37 hours per week – 1FT post or 2 PT posts
Responsible to	Head of Adult Learning
Special Conditions	<p>This post is subject to a probationary period of 6 months upon successful completion of which will become permanent</p> <p>A full enhanced check via the Disclosure & Barring Service will be required for this post.</p>
Closing Date	Sunday 26 March 2023
Interview Date	TBC
Post No.	B139D

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources - HR@craven-college.ac.uk

BACKGROUND INFORMATION

Craven College delivers learning in the community through Education and Skills Funding Agency and project funding – this focuses on local communities within North and West Yorkshire. The Community Business Development Officer will liaise closely with community & voluntary organisations to develop demand led provision, ensuring recruitment targets are met and that funding opportunities are maximised in this area.

This post is part of Craven College's ongoing investment in business and community development, working with a successful and innovative team to optimise delivery, prepare for new opportunities and ensure excellent service is delivered to all our customers.

MAIN JOB PURPOSE

To develop community provision in designated areas, working with partners to develop adult funded provision ensuring achievement of enrolment and funding targets

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.

- Gather, develop and disseminate community engagement practices that have an impact on inclusion across West and North Yorkshire.
- To perform a skills analysis to identify skills gaps in literacy, numeracy and digital skills within identified communities.
- Support the HoD with developing strategies to support disengaged, disadvantaged, and underrepresented individual and communities across the region.
- Work with wider Adult team (including Tyro Training) to develop and maintain community relationships with key influencers within the community groups, to open up avenues for students to engage.
- To create delivery solutions for the HoD to approve, ensuring contribution is achieved.
- Share best practice in engaging diverse communities.
- To facilitate connection and engagement with community agencies.
- Organising and facilitating inclusive events to promote the College offer.

- Networking with partnerships and local agencies through online forums and events.
- To meet recruitment and income targets for Adult delivery as set by the HoD.
- To support operational delivery of courses within this area in liaison with management.
- To deliver IAG and manage the enrolment process where applicable.
- Follow College HR policy where looking to recruit teachers to deliver within communities.
- To represent the College in appropriate meetings with external stakeholders;
- You will be expected to be fully conversant with the College's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To participate in the College's appraisal scheme and undertake further professional development in line with the needs of the College;
- Any other duties commensurate with grade and status as may reasonably be requested.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Experience of identifying needs and developing successful community learning initiatives;
- Proven success in team leading or educational project management
- Experience of maintaining accurate records;
- Experience of producing high quality written and verbal reports;
- Excellent interpersonal skills with the ability to negotiate effectively;
- Experience of working within a team and with a variety of partners;
- Excellent planning and organisational skills;
- Ability to work under pressure, on own initiative to pre-determined targets and deadlines;
- Experience of effective strategies for engaging hard to reach learners;
- Level 3 teaching qualification or a willingness to work towards this
- Computer literate with the ability to set up and maintain spreadsheets and databases, supported by a relevant IT qualification;
- Access to an appropriately insured vehicle and hold a clean, current driving licence;
- Ability to work flexibly around the needs of the College which will include regular travel within West and North Yorkshire.

DESIRABLE REQUIREMENTS

- Educated to degree level or equivalent;
 - Experience of maintaining records required by the Education Skills Funding Agency;
 - Experience of identifying needs and developing successful community learning initiatives;
 - An understanding of the Adult Agenda within the Further Education Sector;
 - Knowledge of FE and Adult Funding.
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PERSON SPECIFICATION

OUR BEHAVIOURS

Our behaviours are not meant to be exhaustive but serve to illustrate and bring to life the range of aspects that contribute to being an effective Craven colleague. We need everyone to bring them to life.

COLLABORATIVE

WORK TOGETHER TO OFFER ALL LEARNERS AND CUSTOMERS EXCELLENT OUTCOMES, BUILD STRONG WORKING RELATIONSHIPS

- Connected - Work well with others
- Innovative - Creative and solutions-focussed, work inventively, generate new ideas
- Responsible - Takes ownership, completes work well and on time

ASPIRATIONAL

ABLE AND WILLING TO EVOLVE, ACHIEVE POTENTIAL, ADAPT TO CHANGING ENVIRONMENTS

- Curious - Inquisitive and interested
- Optimistic - Have a positive outlook
- Progressive - Determined to succeed

RESILIENT

CAPABLE OF WITHSTANDING ADVERSITY AND ABLE TO TRANSCEND DIFFICULTY THROUGH CAPABILITY AND COMPETENCE

- Adaptable – Flexible
- Enthusiastic - Can do attitude
- Pragmatic - Sensible and realistic

AUTHENTIC

HONEST AND OPEN IN ALL TRANSACTIONS AND RELATIONSHIPS, SELF AWARE, POSITIVE AND HELPFUL

- Positive mindset - Committed and determined
- Respectful - Inclusive and kind
- Socially intelligent - Self-aware and employable



Job Description and Person Details