



DEVELOPING CAPACITY | VALUING DIVERSITY | BUILDING PEACE



**ESSENTIAL SKILLS TUTOR(S)
INFORMATION PACK
(FULL TIME NUMERACY & LITERACY TUTOR
OR
PART TIME TUTOR DELIVERING EITHER NUMERACY OR
LITERACY)**

Sept 2023

Introduction

Dear Candidate

Thank you for your interest in joining Springboard as Essential Skills Tutor(s).

At Springboard, we're very proud of the work we do to help young people and adults increase their choices and opportunities. We work alongside and support our participants as they navigate their development and feel privileged to be part of their journey.

To create safe spaces, deliver needs-led learning, and build meaningful relationships that impact positively on people's lives, we count on a highly motivated and committed staff team. That's where you come in!

The Essential Skills Tutor(s) will work with young people aged 16-28 years to support them to increase confidence and employability skills through completion of Literacy and/or Numeracy Entry Level to Level 2 Essential Skills. You can find out a lot more about the role

elsewhere in this document, and much more about the organisation on our website springboard-opps.org

We're as keen to develop our staff as we are the young people we support, so this role offers a great opportunity for personal development and growth.

Our values and our participants guide us in everything we do, so if you are as passionate as we are, about using your experience to support young people, we would love to hear from you.

Angila Chada

Executive Director



Who are Springboard?

Springboard are changemakers, committed to building a society that develops and strengthens capacity, promotes citizenship, better values diversity and increases mutual appreciation across all people.

Over the past three decades we have remained focused in supporting young people and communities from areas facing disadvantage.

We are committed to:

- empowering people and communities and supporting growth where the future offers choices, opportunities, and advantages.
- supporting a re-invigorated sense of belonging and responsibility for where we all live.
- contributing to a society that is inclusive and values mutual understanding and diversity.



Making a difference and focusing on being the best we can be, in all we do, is the lifeblood of the organisation. We believe in always being responsive to changing needs and times.

We are looking for either a full time numeracy and literacy tutor or a part time tutor delivering either numeracy or literacy.

At Springboard people are at the heart of all we do. We measure our worth through the positive experiences of our participants. Our staff are committed and passionate in supporting change that lasts for the participant and community. As an Essential Skills Tutor you will join our team and be part of making a difference to the lives of our participants.



What we can offer you!

- a competitive salary at £27852 (pro rata if part time)
- 3% pension contribution
- childcare vouchers scheme
- paid comprehensive induction
- 25 days per year, plus 12 statutory days (pro rata if part time)
- travel mileage
- laptop & mobile phone provision (if appropriate)
- wellbeing & development days
- support & supervision
- team meetings for shared learning & practice
- continuous professional development including non-managerial support and half day per week release for approved training
- organisation volunteer days, and
- an enjoyable workplace!

Job Description

Title:	Essential Skills Tutor(s) (full or part time)
Responsible to	Executive Director
Reports to	Coordinator
Hours:	37.5 hrs if full time, 15 hours if part time (open for discussion)
Location:	Belfast

Main Responsibilities

- To design and deliver appropriate and innovative learning programmes in the specified curriculum areas (Literacy and or Numeracy) across a range of Springboard programmes and assist with the process of accreditation.
- To provide written course and programme details and provide initial and ongoing advice to learners.
- To undertake the necessary preparation and marking activities relating to the learning programmes.
- To work with groups of young people using a variety of relevant methods and approaches to enable and support learning.
- To undertake initial and ongoing assessment and record learner progress.
- To monitor, evaluate and review programmes with learners.
- To gather information as required for the Awarding Body registrations, examinations and Quality Assurance processes.
- To contribute to Springboards Quality Improvement Review and evaluation processes.

- To maintain effective information management, administrative and reporting systems, ensuring adherence to all quality processes and qualification requirements.

General Responsibilities

There are standard duties and responsibilities all employees irrespective of their role within Springboard are expected to be familiar with and adhere to:

- Treat everyone with courtesy and respect.
- Prepare for and participate in all individual and staff development activities.
- Attend regular training and development opportunities to maintain an up-to-date skills and knowledge.
- Participate fully in conferences, courses, meetings as required.
- Participate in development of innovative and alternative approaches to work with young people.
- To ensure confidentiality, always, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of Data Protection Act and amendments.
- Awareness of organisation objectives and provision and compliance with all procedures, policies, and regulations.
- Promote the aims and objectives of the organisation.
- Committed to and work within the code of conduct, mission, values, and objectives of Springboard.
- Carry out any other duties as required.

This job description is a broad picture of the job at the date of preparation. It is not exhaustive; the job holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the job holder.

Person Specification

ESSENTIAL CRITERIA	
Educational and Professional Qualifications	Be qualified to the levels set out in the Department for the Economy’s Circular ES 01/12: ‘Qualifications Required to Deliver Essential Skills in NI’. This circular can be downloaded at https://www.economy-ni.gov.uk/publications/es-0112-qualifications-required-deliver-essential-skills
Experience	<p>Have at least 3 year’s proven experience working with young people in an employed or voluntary capacity</p> <p>Have knowledge and understanding of the issues and barriers that impact the target group ie disadvantaged groups and young people.</p>
Skills & Abilities	<p>An ability to undertake funder-related duties and work in a target driven environment.</p> <p>Excellent organisational and time management skills including planning and prioritisation of work. Ability to work on own initiative, be self-motivated, flexible and work under pressure.</p> <p>Effective communication skills, both oral and written, including the ability to be diplomatic, polite, firm and tactful</p> <p>Computer literacy (use of Microsoft Outlook/Word).</p> <p>Ability to maintain confidentiality.</p>
Qualities	<p>Good social skills for internal and external communication.</p> <p>Ability to work as a key member of a team.</p>
Other Factors	<p>Commitment to own development.</p> <p>Ability to work outside of normal hours on some occasions.</p>
DESIRABLE CRITERIA	
Other	<p>Familiarity with OCNNI Centre processes and administration</p> <p>Knowledge and experience of invigilating/internal verifications processes.</p> <p>Current full driving licence and access to transport. Consideration will be given to alternative travelling proposals in respect of applicants with a disability.</p>



Applicants please note

We reserve the right to heighten criteria based on demand.

Springboard is an Equal Opportunities Employer

HOW TO APPLY

Please send a CV responding to the essential criteria, provide details of two references and also complete separate equality form. Email both documents to recruitment@springboard-ops.org

TIMELINE

Closing date for applications	4.00pm on Friday 15 th September 2023
Interviews	Week commencing 25 th September



112-114 Donegall Street, Belfast BT1 2GX

Tel: 028 90 315111

Email: recruitment@springboard-opps.org

Website: www.springboard-opps.org

Twitter: [@springboardopp](https://twitter.com/springboardopp)

Facebook: [@Springboard Opps](https://www.facebook.com/SpringboardOpps)

Instagram: [@springboardopps](https://www.instagram.com/springboardopps)

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