

Role: Learning Lead - Yeovil
Manager: Learning & Employability Lead

Hours: 14hrs per week, 39 wks + 3
Monday and Tuesday (with some flexibility on Monday)
Rate: £15.26
Contract: Fixed term one year contract with aim to extend
Base: Yeovil

Background

Our Yeovil Learning Lead is sadly standing down this summer and we are looking for someone to fill her shoes. Working with a wonderful group of volunteer tutors backed up by an Admin Support worker and fantastic team in the Sherborne centre (where exams are held), it really is a most rewarding job.

The Rendezvous launched the Yeovil Learning satellite project to meet a clear need. The programme matches young people (14 – 25) to volunteer tutors who deliver one to one sessions in English and Maths on Tuesdays, weekly in Morley House in central Yeovil. Learning at Yeovil owes its success to a happy and cohesive team and our learners have a huge success rate with a high number of exam passes. You can find out more about it on the Rendezvous website – www.therendezvous.org.uk.

Role Description

Purpose of Learning Lead- Yeovil Role

1. To manage and develop our successful Learning satellite programme in Yeovil on Tuesdays
2. Promote volunteer opportunities and playing a key role in the volunteer tutor recruitment process
3. To work as part of a team to make a difference to young people's lives.

Key activities and responsibilities

- Manage the smooth running of the learning sessions
- Initiating and completing new learner interviews and registration paperwork
- Responding to enquiries from potential volunteers, initiating the application process
- Being part of the new volunteer interview team. Following safer recruitment processes.
- Delivering induction sessions for new volunteers
- Liaising with young people, parents case workers and volunteers as appropriate
- Regularly liaising with and reporting to the Sherborne team
- Building links and raising awareness of the project within the Yeovil Community
- Record keeping and reporting using the Rendezvous' database
- Celebrating or marking achievements of learners and volunteer tutors

General

- Staying informed on legislation, local and national issues, and best practice
- Ensure safeguarding and DBS procedures are followed
- Carry out all duties in accordance with the Rendezvous' policies on Health and Safety, GDPR, Data Protection, and within relevant legislation.
- Any other duties appropriate to the post.

Person Specification

You are

- Positive and self-driven, able to work both independently and as part of a team
- Someone who is organised and structured, likes to dot 'i's and cross 't's but flexible in your approach
- Resilient, able to handle the responsibility and the highs and lows that come of working with young people who may be struggling
- Committed to making a positive impact on young people's lives
- Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership

Education, qualifications or experience

- A high level of literacy and numeracy is required
- Working with young people in a formal or informal learning setting would be an advantage
- Safeguarding training and experience working in environments is valuable

Knowledge, skills and abilities

- Excellent communication skills with the ability and confidence to establish positive relationships with a range of people
- Excellent IT skills with general office software plus experience of using social media
- Ability to follow processes and attention to detail
- An appreciation of the importance of monitoring and evaluation
- A believer in strongly supportive environments, sharing and being open with colleagues
- Ability to operate within professional boundaries when developing and maintaining relationships with young people, their families, support workers
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour

Learning Programme outcomes

1. For young people:

- **Academic** - gaining the qualifications needed to progress
- **Personal** - growth in confidence and self-esteem increased motivation and raised aspirations
- **Next steps** - supporting young people to take the next step in life eg find a job, join an apprenticeship scheme or go to college

2. For volunteers:

- **Emotional wellbeing** derived through knowing that they are making a difference by sharing their skills and experience and being part of the Rendezvous family feeling supported, involved and appreciated
- **Other outcomes may include:** increased confidence, experience to support move towards employment, new career or other educational goals