

# Community Learning Network Officer



[www.lancastercvs.org.uk](http://www.lancastercvs.org.uk)

Charity Registration (England & Wales) Number: 1127626.

Company Registration (England & Wales) Number: 6743623.

Registered Office: The Cornerstone, Sulyard Street, Lancaster, LA1 1PX.

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## Introduction

People thrive in community with one another. Communities, if they are to flourish, require a thriving voluntary community, faith and social enterprise (VCFSE) sector. That sector, in turn, requires supportive, bridging, infrastructure. Our strapline - 'supporting you to support your communities' - may be new, but LDCVS has been providing that infrastructure for 50 years.

We, at LDCVS, help our members to flourish and overcome some critical challenges that the VCFSE Sector faces. The **first** is around funding - we help to facilitate the right amount of funding for the right activities, distributed in a way that supports VCFSE organisations and our local communities. The **second** is around volunteering - we help our members to attract, develop and retain high quality, dedicated volunteers who, through citizen participation, make a difference in communities. The **third** is around how the VCFSE Sector is perceived and perceives itself - we help to enhance the reputation, professionalism, capacity and independence of our members. The **fourth** is around how the VCFSE Sector communicates, both internally and externally - we help our members to talk to each other, share knowledge, debate sometimes contentious issues and work together to create positive impact for communities.

Working closely with our partners, we raise the profile and amplify the voices of local community and voluntary organisations, ensuring that they are valued, understood by commissioners and properly resourced to tackle pressing social challenges. In summary, we are an organisation that applies our skills and experience to enable others in our sector to maximise their social impact and to better attain their goals and aspirations.

## The context for this post

The Community Learning Network is a new project. Our ambition is firmly set on engaging with our neighbourhoods and the voluntary, community, faith and social enterprise sector about what it means for us to experience healthy, thriving lives, and to start to build the collective resources, tools and capacity to create that future across the Lancaster District.

Our project has three strands:

1. Build stronger communities through the provision of real-life learning and educational pathways offering a wide range of community-led and community-based courses that lead people to gain new skills valuable in all areas of life and work. Having accessed such opportunities, residents and communities will have improved their health and wellbeing.
2. Voluntary, community, faith, and social enterprise organisations will be provided with the opportunity to engage in a range of learning programs including informal sessions, structured workshops, and high-quality training opportunities.
3. Reflective evaluation. This will enable our communities and the voluntary community faith and social enterprise sector to share their knowledge, which leads to a stronger vision and better collaboration for health and wellbeing. You will help develop clear processes to capture and share this learning.

You will coordinate the delivery of these three strands, working with our team and in partnership with members of the Community Learning Network. This will involve organising training programs across a range of topics or issues, coordinating and creating engagement activities, and capturing learning along the way.

We are looking for someone excited about taking a creative lead and who is comfortable working in a situation where things are likely to change as the project develops. You should believe in the value of collaboration and be able to support a partnership to deliver an ambitious programme of work.

For an informal chat about this role, get in touch with Yak Patel by email at [yakpatel@lancastercvs.org.uk](mailto:yakpatel@lancastercvs.org.uk) or call 01524 555900.

## Job Description

<b>Job Title</b>	Community Learning Network Officer
<b>Term</b>	Permanent
<b>Job Purpose</b>	<p>To be responsible for planning, developing and delivering a range of accredited and non-accredited training courses to staff and volunteers from VCFSE organisations and community members.</p> <p>To undertake training needs analysis of the VCFSE sector and our communities and agree training programs that support the work of our team and enables local organisations to achieve their goals.</p>
<b>Location</b>	Lancaster city centre, working across communities within the Lancaster District including those in the lowest 20% indices of multiple deprivation
<b>Accountable to</b>	CEO
<b>Accountable for</b>	Volunteers
<b>Salary</b>	£27,456 per annum pro rata from full time
<b>Hours</b>	28 hours per week (0.8 FTE). Office hours, with willingness to be flexible for occasional evening events and weekends
<b>Relationships (Internal)</b>	LDCVS team
<b>Relationships (External)</b>	Voluntary Community Faith Social Enterprise organisations (VCFSE), Lancaster City Council, Health partners, Lancashire Adult Learning, Lancaster and Morecambe College, Workers Education Association and other training providers
<b>Key tasks:</b>	<ul style="list-style-type: none"> <li>• To provide information and advice on training and workforce development opportunities.</li> <li>• To develop learning programmes and commission training including informal sessions, structured workshops, and high-quality training opportunities.</li> <li>• To liaise with Community Learning Network members to ensure that course validation systems, assessment and internal moderation requirements for all courses are fully met.</li> <li>• Work with LDCVS Communications Officer to ensure that LDCVS training courses are effectively marketed, organised and administered, giving full attention to accessibility requirements.</li> <li>• To provide support and advice to course participants as required.</li> <li>• To support and advise LDCVS staff on good practice when they are planning and delivering training.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that LDCVS training courses are monitored and evaluated and to produce reports that demonstrate the impact of training.</li> <li>• To keep up to date with other relevant training opportunities available to people involved in the VCFSE sector and to promote awareness of these.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Undertake any other duties as appropriate to the nature of the post - as required by the Line Manger</li> </ul>
<b>Specific requirements</b>	<ul style="list-style-type: none"> <li>• Some evening and weekend work will be required</li> </ul>
<b>General requirements</b>	<ul style="list-style-type: none"> <li>• Be proficient in IT systems including Microsoft Office, Microsoft Teams and in the use of social media.</li> <li>• Contribute to monitoring and evaluation information.</li> <li>• Act as a positive ambassador for the program.</li> <li>• Work in accordance with best practice in both internal and external communications.</li> <li>• Attend and actively participate in team meetings.</li> <li>• Participate in supervision.</li> </ul>

## Person Specification

Aspect	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A people person, who enjoys engaging with people from a wide variety of backgrounds</li> <li>• Ability to manage competing demands and priorities on time</li> <li>• A flexible, proactive approach</li> <li>• A commitment to a test and learn approach - trying things out, seeing what happens and then adjusting the approach</li> <li>• Friendly and professional manner</li> <li>• Excellent organisational skills</li> <li>• Commitment to equality and diversity.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Group facilitation skills/community organising skills, particularly in low-income communities.</li> <li>• An understanding of health inequalities, educational barriers and their impacts on communities</li> <li>• Ability to build strong working relationships</li> <li>• Ability to analyse training needs and to develop a programme of learning in response to identified needs</li> <li>• Skilled in active and reflective listening, building trust and rapport quickly.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of health inequalities and health systems</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience supporting the learning and development of others</li> <li>• Working knowledge of standard work-based software such as Windows, Office etc.</li> <li>• Experience in monitoring and evaluating projects.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the issues affecting the local VCFSE sector and the training and development needs of their staff and volunteers</li> <li>• An understanding of accredited and non-accredited training provision</li> <li>• Experience of working in a multidisciplinary team</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience using monitoring data to track and improve performance</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly to fit in with the nature of the project.</li> <li>• Meets a Disclosure and Barring Service (DBS) reference standards and criminal record checks</li> </ul>	



## How to apply

In this pack you will find a job description and person specification for the role.

The job description outlines the duties and responsibilities of the post. The person specification describes the range of skills, knowledge and experience required of the post holder. The essential criteria are the minimum requirements that you will need to carry out the role effectively.

The desirable criteria will aid you to undertake the full duties and responsibilities of the post more quickly. You are not required to have them at the appointment stage. However, where there are many candidates for a vacancy, desirable criteria may assist us in the shortlisting process.

Apply by emailing your CV, [the Equality & Diversity Monitoring Form](#), and a covering letter or video to [hello@lancastercvs.org.uk](mailto:hello@lancastercvs.org.uk), stating 'Community Learning Network Officer' in the subject line, by **5pm on 19 April 2023**.

Your CV must include at least two nominated referees, including your current or most recent employer.

Your covering letter or video must explain why you have applied for this role and how you meet the person specification.

If you choose to submit a video instead of a covering letter it should be no longer than five minutes. Supply your video as an attachment (up to 150 MB) or as a link which will allow us to download the file or view it online.

We will acknowledge receipt of your emailed application.

## Equality and Diversity

We are fully committed to diversity and equality of opportunity in everything that we do. [By downloading and completing the Equality and Diversity Monitoring Form](#) you will assist us to monitor our practices. The information you provide to us is strictly confidential. This form will be separated from your application prior to short-listing, will be seen by the Chief Executive Officer only, and will not be made available to the selection panel.

We are committed to ensuring all disabled people are not disadvantaged either during the recruitment and selection process or during the course of their employment. At LDCVS our building is fully accessible for wheelchair users. We are also committed to making other reasonable adjustments to our employment practices and premises, wherever possible, to ensure disabled people are not substantially disadvantaged.

## Interviews

Interviews will be held on 26 April 2023.

## Offers of Employment

Once a recruitment decision has been made we will issue a conditional offer of employment. Full confirmation of an offer of employment is subject to the satisfactory completion of the following employment checks:

- Two satisfactory references (one must be from your current or most recent employer);
- Evidence of eligibility to work in the UK in accordance with the requirements of the Immigration, Asylum and Nationality Act 2006;
- Identity Check;
- Proof of qualifications held;
- DBS Disclosure clearance (if applicable). In addition, applicants who have lived or worked overseas may be asked to obtain a certificate of good conduct to demonstrate their suitability for employment.

All new employees are subject to a probationary period of six months.