Job Description and Employee Specification [CLD Support Worker]

Education & Families / Enterprise & Communities

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| **Service:** | Education & Families / Enterprise & Communities |
| **Division:** | Community Learning & Development |
| **Job Title:** | CLD Support Worker |
| **Responsible to:** | CLD Worker |
| **Grade:** | NLC7 |
| **Conditions of Service:** | SJC |
| **Job Evaluation Reference:** |  |
| **Date of last review:** |  |
| **Job Outline**  Supporting the CLD Team in the delivery and development of the core functions of Community Learning & Development: Lifelong Learning, Community Development and Youth Work. | |
| **Main Duties and Responsibilities**  **Generic Duties:**  1. Supporting the development and delivery of CLD programmes, which reflect community needs and council priorities.  2. Developing links with other agencies, and/or voluntary organisations engaged in Community Learning & Development.  3. Supporting and supervising Assistant Support Workers and volunteers.  4. Supporting the local CLD team to source and secure external funding.  5. Participating in authority wide working groups and initiatives as required.  6. Participating in training to maintain the knowledge base required to fulfil the post.  7. Preparing and submitting reports and evaluations, including statistical returns in line with the CLD Management Information System.  8. Undertaking such duties and responsibilities as may be required in terms of the Health & Safety at Work Act 1974, Equalities Policy.  9. Undertaking such duties and responsibilities as may be required in terms of the Council’s Equalities Policy and Schemes.  10. Undertaking such other duties as considered appropriate.  This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post. | |

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS/TRAINING**   * Qualification at minimum of SVQ 2 / SCQF Level 5 relating to a relevant discipline within Community Learning and Development and/or accredited training appropriate to the learning programme being delivered * Additional accredited qualifications or training appropriate to the learning programme being delivered | **x** | **x** | Verification of Qualifications/Application Form |
| **WORK EXPERIENCE**   * Moderate previous experience of working within a relevant discipline of Community Learning and Development * Group work * Development and delivery of Community Learning and Development programmes * Support and supervision of staff on a day to day basis * Sourcing and securing funding and resources | **x**  **x**  **x** | **x**  **x** | Application Form/Interview |
| **KNOWLEDGE/SKILL/ABILITY**   * Ability to lead and work as part of a team * Good interpersonal and organisational skills * Good working  knowledge of the specific learning programme being developed * Good verbal and written communication skills * Ability to work on own initiative * Good local knowledge and awareness of Community Learning and Development partners, agencies & organisations * Awareness of national and local developments within a relevant discipline of CLD * Awareness of relevant policies and procedures including Child/ Vulnerable Adult Protection and Health & Safety | **x**  **x**  **x**  **x**  **x** | **x**  **x**  **x** | Application Form/Interview |
| **PERSONAL QUALITIES/ATTRIBUTES** |  |  |  |
| * Confident and articulate * Friendly and approachable * Able to relate to others | **x**  **x**  **x** |  | Interview |
| **OTHER** |  |  |  |
| * Ability to travel throughout North Lanarkshire | **x** |  | Interview |



