# Job Description: Plastering/Multi Skill Tutor

***Job Description***

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| Job Title: | Plastering Tutor |
| Location: | HMP Haverigg |
| Reports to: | Ian McDonough |
| Staff Responsibilities: | N/A |
| Hours of work: | 36 per week Monday to Friday (8am-4:45pm Mon-Thurs & 8am-12pm Fri) |
| Salary Range: | £28,000 - £32,000 |

Principal Accountabilities

To design, develop and deliver NOCN-Cskills accredited Level II Diploma qualification training sessions and manage on site project work in Plastering to a range of Prisoners as Part of the Fusion21 Reducing Reoffending Programme

- Financial Responsibility
- Business Development
- Service Delivery
- Client Management

This is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken and is subject to regular review. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified below.

***CORPORATE CONTRIBUTION:-***

1. To support in the development of the Reducing Reoffending Project delivery & training functions.
2. To attend meetings and promotional events when required to raise awareness of Fusion21.
3. To perform in a flexible, customer focused, highly supportive fashion the specific tasks outlined in this job description and such other reasonable duties as required.
4. To ensure that the promotion of Equality, Diversity and Sustainability are central to the organisations activities.
5. To be a Fusion21 ambassador.
6. To operate in a safe manner at all times in line with the Health and Safety Policy.

***FINANCIAL RESPONSIBILITY:-***

7. To work closely with the Reducing Reoffending Manager to ensure the effective management of all budgets in line with the Skills Business Unit.
8. To adhere to Financial Regulations and company policies at all times
9. To support the Reducing Reoffending Manager in proactively analysing the staffing establishment required to manage the Business Unit efficiently and effectively

***BUSINESS DEVELOPMENT:-***

10. To develop, in conjunction with the reducing Reoffending Manager, a training strategy for the Construction Academy Skills Centre to maximise candidates and funding opportunities.
11. To support the reducing reoffending Manager and the Business Development Director in the development of new initiatives and programmes.
12. To be able to describe clearly and confidently the features and benefits of the Fusion21 Reducing Reoffending programme and Construction Academy

***SERVICE DELIVERY:-***

13. To evaluate and benchmark all training programmes ensuring continual improvement throughout all training and learning activities.
14. To ensure all admin tasks are completed for all programmes, to include ITP's, CV's, registrations, profiles and all claims records/evidence.
15. To manage and oversee all relevant training databases ensuring all information is updated in a timely manner.
16. To provide regular, accurate and timely reports detailing management information as required.
17. To work with internal verifier to ensure that all relevant documentation is in place, received, filed and stored as required by internal and external audit requirements of the awarding bodies.
18. To work closely with the Haverigg Reducing Reoffending- Construction Academy Team in ensuring the scheduling and smooth running of all recruitment for the programme.

19. To maintain a level of knowledge appropriate to the status of the post and to take an active role in continuous personal development.

20. Support the Reducing Reoffending Manager and Internal Verifier in continuously reviewing and improving all services, practices and procedures provided within the centre.

21. ***CLIENT MANAGEMENT:-***

22. To deliver training for learners across a range of vocational areas ensuring that national opportunities are maximised.

23. To assist in identification job vacancies for all our clients with local employers and contractors.

24. To work with the Reducing reoffending Manager in developing and delivering new and additional training programmes liked to HMP Haverigg on site Project work requests

25. To maintain a high level of client satisfaction across all services in your area

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***PERSON SPECIFICATION***

| *QUALITIES* | *ESSENTIAL* | *DESIRABLE* |
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| ***CORE COMPETENCIES*** | Energetic, enthusiastic and motivated<br><br>Ability to influence people and thrive in a change environment.<br><br>Good interpersonal skills, able to build effective working relationships with internal and external colleagues within the Fusion21 Partnership.<br><br>Good written and oral communicational skills.<br><br>Good ICT skills with experience of Microsoft packages (Word ,Excel etc.) | Evidence of good track record of assessment and delivery of training in the construction sector. |

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| ***JOB KNOWLEDGE & EXPERIENCE*** | Strong background in the Plastering sector of the construction industry with practical experience.<br><br>Appropriate Level of qualification or experience to deliver specific competencies / trades | Experience of working in a supervisory capacity within the construction industry<br><br>Experience of delivering training to specialist groups<br><br>Recent experience as a practicing assessor<br><br>Knowledge of the NVQ process. |
| ***QUALIFICATIONS*** | Plastering qualification NVQ Level II or above or equivalent Construction experience working as a Plasterer<br><br>Hold or Willing to work towards A1 assessors award (or Prior accreditation as an approved assessor )<br><br>Hold or willing to work towards PTTLS / Level III Award in Education & training | V1 verifiers award<br><br>RQF Assessors Certificate/<br><br>IQA Certificate<br><br>Formal Health and Safety qualification |