| **Post Title: Multiply Coordinator** | **Grade: BR10** |
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| **Department: Children, Education and Families** | **Division/Section: Adult Education** |
| **Post No: 20800** | **Reports to:**  **CDM for English, maths and LLDD** |

| **MAIN PURPOSE:**  To plan and coordinate a programme of courses under the Multiply Project to meet the needs of adults in Bromley and the programme targets.  To provide operational oversight for all provision delivered by BAEC as part of the Multiply Project |
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| **SUMMARY OF RESPONSIBILITIES AND DUTIES:**   1. Work with tutors and managers to create a full, exciting range of courses to meet the brief of the Multiply project. 2. Lead on the planning and undertaking of a range of promotional and marketing activities, including networking, presentations, and promotional events to raise awareness of the college’s Multiply offer and its benefits - both internally and externally. 3. Support the development of the project by engaging local communities, voluntary and community groups and employers. 4. Work in partnership with these groups to identify need and subsequently plan and deliver engaging numeracy programmes that build confidence and skills in adults in Bromley. 5. To liaise with partner agencies, including employers, who are involved in the Multiply project to support the delivery of identified project outcomes. 6. Develop and maintain effective working relationships with a range of internal and external stakeholders/delivery partners to achieve positive project outcomes. 7. To widen participation in learning maths for disadvantaged residents in Bromley. 8. Support tutors in the development of resources to help deliver high quality courses leading to positive progression outcomes. 9. Attend cross-cross curricular meetings regularly to promote Multiply activities and generate interest that leads to good learner recruitment onto Multiply courses. 10. Assist the Head of Funding and Performance to manage the grant allocation in line with GLA delivery plans and templates, ensuring use of the allocation is maximised. 11. Use the MIS to monitor courses, ensure all information is accurate for staff and learners. Liaise with the CDM for English, maths and LLDD to monitor the performance of Multiply courses and make any necessary targeted interventions following data analysis. 12. Ensure recruitment targets and other project KPIs are met and provide regular progress updates to managers and leaders. 13. Maintain a high level of expert knowledge in specialist area through continuous professional development. 14. Ensure full compliance with the Data Protection, BAEC Safeguarding Policy, Health and Safety at Work Act, LBB’s Health and Safety Policy and all locally agreed safe methods of work. 15. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section. |
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| **CONTACTS AND RELATIONSHIPS:** (customer focus, both internal and external)   1. Managers, tutors and other college staff. external partners such as community organisations, employers etc 2. Students (including those with learning disabilities and difficulties) and visitors to the college |
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| **MANAGEMENT AND LEADERSHIP:**   1. Management of the project including communications with internal and external partners and progress towards targets |
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| **EQUALITIES:**  Implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. |
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|  | **Date** | **Name** |
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| 1. Date drawn up | May 2023 | Helen Hart  Elena Diaconescu |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated | 15 June 2023 | SD/GVDW |

| **SKILLS & ABILITIES:**   1. Able to plan and deliver programmes of learning for adults in response to identified need 2. Effective and confident written and verbal communication skills with diverse range of stakeholders 3. Ability to network and build strong partnerships with local business, and community groups 4. Excellent attention to detail 5. Ability to organise, prioritise and work autonomously, meet targets, and manage tasks within limitations of time and resources 6. Good IT skills including Word, Excel, Email and Internet, bespoke computer software/programs 7. Proactive, can-do approach and attitude |
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| **KNOWLEDGE:**   1. Maths specialist - tutor, teacher or coordinator 2. Can demonstrate knowledge and understanding of the educational needs of adults 3. Knowledge of adult learning or other education sector landscape |
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| **EXPERIENCE**:   1. Relevant experience of working in community based adult learning or compulsory education 2. Working with a variety of learners at different levels 3. Creating exciting programmes of learning 4. Proven ability to successfully meet targets and project outcomes |
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| **QUALIFICATIONS:**   1. L2 maths and English 2. Level 3 qualification in a relevant subject area or appropriate professional qualification |
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| **SPECIAL REQUIREMENTS:**   * To undertake occasional evening working * The postholder will be required to work between the two main college sites and visit partners across the borough. |
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