



JOB DESCRIPTION

This is an excepted post under Schedule 9 of the Equality Act 2010.

Job Title:	Session Facilitators / Project Support
Salary Rate:	£13.46 p/hr
Hours:	Various
Main Office Base	Deliver in community venues across Greater Manchester
Responsible to	Training & Employability Coordinator
Responsible for	N/A
Main Purpose of Post	To engage, support and deliver community-based learning opportunities to minority ethnic women across Tameside and Greater Manchester and to provide a range of project support to DMNW core service programmes.

Main Duties & Responsibilities

Project Tasks

1. To develop session plans and activities in accordance with training requirements
2. To deliver a high quality of training and learning provisions utilising different learning methods
3. To provide information and non-specialist advice and guidance
4. To gather monitoring data in line with contractual requirements
5. To write regular session evaluations in line with contractual requirements
6. To attend meetings as require by the project coordinator

Learner Assessment & Support

7. To meet and complete individual registrations and learner plans before and after, including ESOL assessment.
8. To support the learning needs of beneficiaries and support them in developing and implementing individual learning plans.
9. To sign-post learners to other agencies, where appropriate.

General

10. To manage your own workload, resources and professional development, including attendance at relevant training events and improving your knowledge and understanding of the barriers to minority ethnic women participating in training, learning and employability.

DMNW Team

11. To work as part of the Diversity Matters North West team and with all appropriate workers (paid and unpaid) and organisations in order to support the future development of the organisation.



12. To work to combat all forms of discrimination, and to ensure that the principles of equal opportunities are implemented in all work undertaken on behalf of DMNW
13. To attend supervision, reviews and undertake appropriate training as required to improve your knowledge.

What we can offer you:

- + Welcoming, ambitious, and forward-thinking environment.
- + Flexible, occasional hours (please note hours are not guaranteed, this is an on-call position and does not guarantee that interpreters or translators will be provided with regular work).
- + Continued learning and improvement.
- + The opportunity to support your local community.

We're committed to creating a positive working culture for all our employees, as well as a good work-life balance.

Additional Information

Diversity Matters North West Ltd (DMNW), formerly known as Hyde Community Action (HCA), has at its core the ethos of community involvement and empowerment, based on openness and honesty in working relationships. Every staff member is expected to reflect this ethos in his or her work practices.

The working practices of DMNW will be open, honest, inclusive and seeking to value the contribution that each staff member can make to the work of the organisation. This relationship will also be reflected in their contacts with local people. This will involve staff members working closely with members of the community, sharing skills and information and ensuring that community members are actively involved in the decision-making process and that value is placed on community member's contributions.



PERSON SPECIFICATION

Job Title: Training Facilitators / Project Support (Female)

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Essential criteria:	How measured
Education / Qualification/ Experience	
1. Hold a minimum of an Education and Training qualification	App Form Interview
2. Experience of working with women from minority ethnic communities	App Form Interview
3. Experience of developing and delivering training	App Form Interview
4. Experience of working on own initiative and as a member of a team	App Form Interview
Knowledge	
5. An understanding of the issue, challenges and stigmas faced by minority ethnic women around access to training, learning and employment	App Form Interview
6. Knowledge of local services in Greater Manchester that supports training, learning and employability.	App Form Interview
Skills & Abilities	
7. Ability to communicate confidently and effectively to get key messages across in a clear and interesting way taking into account the varying needs of learners.	App Form Interview
8. Ability to develop positive relationships with local people, building trust and sustaining relationships	App Form Interview
9. Excellent listening and verbal communication skills	App Form Interview
10. Have a working experience and ability of using Microsoft office applications or equivalent including the following: email (Outlook or equivalent), word processing (Word or equivalent), Excel (or equivalent).	App Form Interview
11. Able to record clear and accurate information.	App Form Interview
12. Ability to write clear projects reports and evaluation	App Form Interview
13. Excellent time management and organisational skills	App form Interview
Work related circumstances	
14. Equal Opportunities & Managing Diversity - To be able to demonstrate a commitment to equal opportunities in all aspects of your work - To be able to recognise the unique potential that individuals from	App Form Interview



differing backgrounds, experiences and perspectives bring to Diversity Matters North West	
15. Ability and willingness to working in a variety of locations around Greater Manchester including community centres and faith centres.	App Form
16. Respect Diversity Matters North West's values	App Form
17. Ability and willingness to learn new skills and undertake training as required by the post	App Form
Work related circumstances	
<i>Desirable criteria:</i>	<i>How measured</i>
18. Full clean UK driving license and access to own car	App Form