**JOB DESCRIPTION**

**JOB TITLE: Community Liaison Co-ordinator**

**Grade: SO1**

**Responsible to: Head of Area**

**Responsible for: Establishing and consolidating links with community partners, supporting course recruitment, providing information, advice and guidance to learners and the public, leading volunteers, supporting the department to deliver externally funded projects.**

**Purpose of the job:**

*To support the Head of Department by consolidating and establishing new links with community partners to support the delivery of a Community Learning curriculum that targets hard to reach adult learners who face the greatest barriers to learning, including those with mental health needs.*

*To liaise with partners to develop new learning opportunities.*

*To provide effective information, advice and guidance about college curriculum to members of the public, especially those who are unemployed.*

*To support the department with the organisation and running of Sector Based Work Academies as necessary.*

*To liaise with employers to ensure that the Community Learning curriculum reflects sector standards with excellent progression routes to further learning and employment.*

*To liaise with different curriculum areas across Bolton College to ensure learners are given the best possible course progression opportunities.*

*To lead volunteers in different projects (such as EFIF, Community Ambassadors and the Community Champions programmes) and ensure all learners on volunteering curriculum are given excellent information about the different kinds of volunteering activities they can get involved in in their local communities.*

*In pursuance of Bolton College’s Mission and Values, assist in achieving the strategic objectives and outcomes of the College.*

**THE ANNUAL WORKLOAD WILL INCLUDE THE FOLLOWING KEY RESPONSIBILITIES AND DUTIES:**

**Planning**

1. To work with existing partners to ensure curriculum effectively targets hard to reach communities throughout the borough.
2. To establish new partnership links to maximise the impact of curriculum on hard to reach communities, especially with regards to developing Mental Wellbeing curriculum.
3. To liaise with JCP and Bolton Council to ensure the effective running of Sector Based Work Academies.
4. To represent the college at Sector Based Work Academy Open Days.
5. To carry out mock interviews to help learners develop employability skills.
6. To promote the Community Learning curriculum at external events.
7. To lead and manage volunteers on projects such as EFIF and the Community Champions programmes.
8. To identify possible new sources of funding for projects and to support the Head of Department with bid writing for such funding
9. To present a wide range of different volunteering opportunities in the local community to learners on volunteering curriculum.
10. To provide training to volunteers.
11. To provide excellent information, advice and guidance about college course to students on college courses and members for the public.
12. To visit a wide range of college classes to promote progression to other curriculum areas.
13. To keep detailed records of learners who have been given advice and guidance, track their progression and provide data on the impact of the advice and guidance which has been given.
14. To write regular reports/updates on the impact of partner engagement on behalf of the Head of Area
15. To research and create marketing material for the department.
16. To organise and attend external events to support recruitment to Community Learning courses.
17. To carry out inspections of venues other than the college campus to ensure they are suitable for the delivery of college courses within them.

**In carrying out his/her duties the appointee must:**

1. Undertake such other duties as may be required by the Principal commensurate with the grade and nature of the post.
2. Attendance at external meetings, curriculum planning activities and staff training and briefing events.
3. Promote and market the College positively and professionally at all times through formal and informal locations.
4. The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies for the Corporation.
5. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
6. To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the College Data Protection Controller.
7. Comply with and be aware of the College’s Health & Safety policy and associated procedures.
8. Ensure a safe working environment for all learners at all times.
9. Comply with all College’s Personnel Policies and Procedures.
10. Maintain knowledge of, and implement College policies.
11. To engage in continuous professional development.
12. To understand and apply the principles of equality of opportunity in an academic context.
13. Have a positive commitment to inclusive learning.
14. Undertake appropriate training and staff development as requested by SMT.
15. Be able to commute effectively between all College sites.
16. Remain current by keeping abreast of up to date curriculum understanding and course options through various internal and external arrangements and processes.
17. Must be prepared to work some evenings and weekends.
18. To be fully aware of and comply and promote the Colleges Equality Scheme and all other policies, including Financial Regulations.
19. Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.