



Youth Work Training Assessor

Job description

Job Title: Youth Work Training Assessor

Salary: £20.00 per hour

Benefits include a generous annual leave allowance that increases in line with service. If required, OY provides fair company sick pay, maternity leave, paternity leave and compassionate leave. In addition, all staff are offered a pension scheme and life insurance policy. OY offers an 'Employment Assistance Program' to support staff mental health and well-being by providing practical support for issues at work and home.

Reports to: Youth Work Training Manager

Location: Based in Oxfordshire Youth, Oxford city office
Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: Various

Applications and interviews will be reviewed as and when they are received.

To apply, please send a copy of your CV accompanied by a covering letter to recruitment@oxfordshireyouth.org alternatively, visit <https://oxfordshireyouth.org/engage/work-with-us/> for more information.

Oxfordshire Youth

Oxfordshire Youth is a boundary-breaking organisation, passionate about creating a future for and with young people that offers them the best possible opportunity to realise their potential.

Our staff are redefining the youth sector in Oxfordshire and we envisage a world in which young people have the tools they need to approach life with creativity, resilience and brilliant mental health.

OY culture revolves around our core values of being:
Trustworthy, inclusive, innovative, ambitious, reflective and self-nurturing.

Our commitment to inclusion and diversity

OY warmly welcomes applications from the global majority, trans and non-binary people and disabled people. Your potential to learn and grow in the role is important to us, so we want to hear from you even if your CV isn't a 100% match with a job description..

We nurture our community, creating an open, inclusive and diverse organisation where all team members feel a sense of belonging.

Job purpose

We are looking for qualified and experienced Joint Negotiating Committee Youth Workers with a passion for training, supporting and developing the next generation of youth workers.

You will hold a recognised assessor qualification and assess learners undertaking the Level 2 Award in Youth Work Principles and Level 3 Diploma in Youth Work Practice.

Duties and responsibilities

Key responsibilities

- Support learners to complete coursework in line with learning outcomes stipulated by the awarding body (SEG).
- Ensure an assessment approach that is inclusive and supportive to all learning needs.
- Provide learners with feedback to agreed timescales and following submission deadlines.
- Use a range of assessment methods to support the development of coursework worksheets.
- Provide learning support to candidates and maintain high levels of motivation and morale to enable learners to achieve the qualification.
- Implement Oxfordshire Youth and training centre policies, including Safeguarding, Health and Safety, Data Protection etc.
- Engage positively with Internal Quality Assurance (IQA) and External Quality Assurance (EQA) processes including regular contact with IQA and attending regular standardization meetings (minimum of four per cohort of learners).
- Attend regular catch up meetings to discuss delivery and the ongoing development of youth work training at Oxfordshire Youth
- Represent Oxfordshire Youth in a professional and appropriate manner at all times by considering punctuality, personal appearance, boundaries, and diversity and equality of opportunities.

This job description is subject to amendment following discussion with the post holder.

General

- To attend team meetings and regular supervision with line manager.
- To ensure all DBS procedures are carried out in accordance with Oxfordshire Youth's guidelines, policies and procedures.
- To undergo training enabling personal and professional development.
- To undertake other relevant duties related to the further development, promotion and sustainability of the charity.

Safeguarding

- Understanding that safeguarding children, young people and adults is everyone's business and accessing training and supervision appropriate to the role.
- To ensure concerns are responded to appropriately in line with the OY's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking a DBS check.

This job description is subject to amendment following discussion with the post holder.

Person specification

Expertise and qualifications

Essential

- JNC Professionally Qualified Youth Work practitioner (i.e. hold a Level 6 qualification recognised by the National Youth Agency Education Training Standards Committee)
- Hold a UK recognised teaching and/or assessing qualification such as NCFE Level 3 Certificate in Assessing Vocational Achievement (CAVA)
- Have a minimum of three years Youth Work practice experience
- Are able to evidence continued professional development, including fieldwork activities, within the last 3 years.
- Experience of delivering dynamic training to adults
- Experience of managing groups with varying learning needs
- Experience of creating an engaging learning environment using creative and dynamic practices in line with the provided resources to ensure all participants are fully involved

Desirable

- Experience of delivering Youth Work Qualifications
- Experience of creating and developing course content to meet criteria set by qualification awarding organisations.
- Experience of assessing learners work in accordance with qualification criteria.
- Experience of delivering accredited qualifications
- Experience of quality assurance processes for accredited qualifications

Knowledge, skills and abilities

Essential

- Excellent communication skills, being able to communicate and relate to others in a respectful and empowering way
- Highly organised and able to manage own workload
- IT skills including Excel, Word, PowerPoint and CRM systems
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- Excellent time management
- Ability to respond promptly to any issues raised before, during and after the training
- Able to work to deadlines and encourage learners to do so, to ensure evidence is completed within set time scales
- Able to support learners who may need additional assistance to complete the evidence required for the qualification

Desirable

- Working Knowledge of GDPR in relation to training / learners records
- Experience of working with / training apprentices
- Proficiency in a range of online digital tools for project management such as Monday boards, Slack and others
- Previous experience working in the not-for-profit sector

Personal qualities

Essential

- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- The ability to relate to and empathise with young people
- Integrity and discretion when dealing with sensitive information

- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice
- Respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset
- Commitment to your own learning and development
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

We hope that the successful candidate will be in a position to support a cohort of learners starting in in March 2022.