



Job Description 2023



Role Description: Green Assessor/Trainer

Contract: zero hours due to short recruitment process
Part Time

Reporting to: Chief Executive.

Salary: Qualified Teacher M6: £38,810 p/annum (pro-rata)
+ employer opt-in pension contribution
+ 45p mile travel during work (see HMRC exclusions page 5)

Reporting to: Chief Executive

Main place of work: **Remote.**

Additional visits: The Old Free School, Watford (office) for AGM
monthly office team meetings via Zoom

Purpose:

To help participants studying NCFE qualifications at various levels (initially level 1). To check Work Books and Assessment Books and work with Impactful Governance Assessors or other colleagues.

We work with individuals from several characteristics, including but not exclusively:

- People 50+
- Adults with Learning Disability and/or Autism
- Single Parents
- 18-24 year olds

We also work across many sectors:

1. Community – includes charities, C.I.C.'s, Community Groups, etc
2. Business – includes Ltd Companies, Sole Traders, Partnerships, etc

Beneficiaries:

- Department of Work & Pensions, claimants
- Disability clients or those with other barriers to work
- Ex-Offenders wanting to gain paid employment.

Target Audiences:

- The participant list will be made available to the Assessor and IQA with access to contacts from our database

Potential Stakeholders & votes:

- Watford Jobcentre Plus
- Hemel Hempstead Jobcentre Plus

Partnership

- Some reporting back on progress will be necessary and liaising with the Trainer/Assessors and admin/Finance Director.

Main Duties:

- The Assessor/Trainer will work with our IQA on delivery however, the preparation, job searching and our Mentoring Tools will all be carried out by the Individual Mentor (1-1) Remotely who may also be an Assessor.
- To engage and make recommendations in collaboration with the Chief Executive and Finance Director.
- Work within our Policies and Procedures and ensure that the organisation Aims and Values are being met.
- Work in accordance with processes including when working with vulnerable adults: Safeguarding and Data Protection.

Brief:

- To support learners to gain the qualifications.
- To guide and complete Work Books or Assessment Books.
- Ensure compliance with the Awarding Body guidelines.

Background:

- This model could continue to be rolled out to other jobcentres.
- The target to achieve initially 20 participants a month over a 12 month period i.e 20 participants receiving 4 hours of Awareness sessions in-person followed by 4x 1 hour individual Mentoring sessions each per week plus further group activities (32 additional hours of group support) to complete job search and complete their Work Books and find a job (using their own Quality Time of a further 20 hours) and/or gain their qualification within the project period.
- Some individuals may not need to complete if they move into employment before completing the sessions.
- Full participation of all clients would take a full 8 weeks.

It is a requirement of this role that **all staff have a clean enhanced DBS** clearance before commencing any in-person work. DBS online is the preferred method of checking. If you do not currently have an online (portable) enhanced DBS, one will be processed for you (current unspent convictions must be disclosed). **All REMOTE sessions with participants are recorded and reports generated** to evidence participant attendance for the project. Timesheets are also completed for individual people.

Impactful Governance is a Social Enterprise, Not-for-Profit Community Organisation, registered with the C.I.C. Regulator and annually reports to Companies House. We are an SME Climate Hub, members of ERSA (employment Related Services Association) and members of Social Enterprise UK.

Teamwork

- You will collaborate and work with the IQA and Mentor where necessary log approval on the Awarding Body portal.
- Attend monthly team meetings to refine services by zoom.
- Participate by: attending our Annual General Meeting (Away Day) in-person (usually in November) followed by a celebration event, if contracted within the period.
- Discussing potential funding and identify opportunities to increase revenue for the organisation, in line with our Aims, Mission and Vision.

Additional Requirements of the role:

- Improving customer (learner) and Awarding Body relationships.
- Working with the Internal Verifier (usually by zoom).
- Attend networking events for the recruitment and promotion of Impactful Governance - Community Interest Company's campaigns and publicity.
- Attend network/conference events as an Ambassador to promote the organisation.
- Keep abreast of issues surrounding education and the Assessor role.
- Provide input to an annual Impact Report based on findings of an Annual Away Day, ready for the AGM.
- Information sharing to advise the CEO to revise and improve the Business Plan.
- Ensuring a programme of support is available through materials in our areas of support.
- Adopt the Mission of Impactful Governance - Community Interest Company throughout your interactions and work.
- Encourage everyone to work towards our vision.
- Contribute to marketing, publicity and campaign materials.
- Work in accordance with other statutory integrated working processes including when working with vulnerable adults or children: person-centred planning and support planning where appropriate
- Abide by Data Protection, keeping confidential and accurate records, including **only** storing client information files on Impactful Governance - Community Interest Company **CRM** database and undertake all quantitative and qualitative monitoring within expected timeframes whilst also adhering to Data Protection registration and purposes.
- Work in accordance with and actively promote the values of Impactful Governance - Community Interest Company, including equality, diversity and inclusion.
- Actively participate in Impactful Governance - Community Interest Company training and Away Days as well as Team meetings.
- Work within the framework of Impactful Governance - Community Interest Company's policies and procedures, particularly in terms of confidentiality and safeguarding.
- Other evolving practices that may arise in the course of meeting the requirements of this role.
- Equipment will be provided for this role where an "Equipment on Loan" agreement will be signed i.e. work laptop and/or work phone.

Expenses

Travel at 45p a mile when using own transport for business use within the working hours (as an environmental last resort).

Travel to work:

- a. We have set up a discounted travel scheme with Arriva for anyone on our programmes or for staff at <https://www.arrivabus.co.uk/business-travel/employer-travel-club/impactful-governance>
- b. Travel to and from work does not form part of your working hours nor does it qualify for any travel expenses as expressed by HMRC:
 - i. ***“All non-business travel is counted as private. This includes the journey between an employee’s home and permanent workplace.”***

Leave

A **Leave Policy** applies and is provided within the application process.

Inclusive Practices & Impact

An **Equality, Diversity and Inclusion Policy** applies and is provided within the application process. All employees are expected to have a warm, welcoming approach to all sectors of our community and particularly disability and Gender. As a Disability Leading organisation (DWP level 3) we expect all clients, staff, volunteers and visitors to be treated with respect and kindness.

Negative comments made by clients or service users must be challenged and may result in that person being removed from our activities.

As an LGBTQ+ led organisation that conducts research and makes recommendations about LGBTQ+ inclusivity, we expect all staff to support the whole of the LGBTQ+ community and individuals and any disrespecting of the LGBTQ+ individuals or groups will result in being asked to leave the organisation.

Negative comments made by clients or service users must be challenged and may result in that person being removed from our activities.

This document is updated regularly and other services or approaches may be developed throughout the year to provide maximum support to our communities. All training materials, exercises and support processes developed during your role are copyright and remain as Intellectual Property of Impactful Governance - Community Interest Company.

Part of our vision as stated within our Impact Report is that:

- “That we are all happy in our work and have fun”

All communication with staff, participants and partners must always show the utmost respect and politeness. We have a zero-tolerance for bad language, bullying or harassment or purposefully disrespecting anyone. We are a Level 3 Disability Leader organisation and protect all staff, participants and colleagues from potential harm or distress.

(updated 2nd June 2023)

Deadline for applications: ongoing
Commencing: As soon as practical (subject to DBS)