

Job Description : **Assistant Programme Leader**

Responsible to Training Manager / Director
Supervised by Programme Leader

Foundation Futures CIC was set up in 2014 in order to respond to the needs of educationally marginalised young people in the North East.

The organisation has grown since its inception and now employs 5 specialist staff and operates within the voluntary, statutory and private sector delivering high quality services across the North East.

We deliver a range of provisions for children, young people and adults, as well as a training arm for front-line staff in the public and private sector.

This role would be working predominantly with young people aged 13 - 16 who are permanently excluded from mainstream education.

You would share responsibility for all of the following:

1. Delivery
2. Quality
3. Development
4. Finance

Job specifics are:

Starting salary of £17,294 per annum (pro rata)
(£13,835 0.8 equating to 4 days per week.)
21 days holiday per year plus business closures
One year contract (with possibility of extension)
Start date: August 26th 2019

1. Support and delivery of Building Foundations Programme across full academic year
2. Support and delivery of activities at least one youth club per week.
3. Additional support for grant funded projects during school holidays and for community based activities.

Essential Skills:

- Experience in youth / community work
- A keen and active interest in working with marginalised and often challenging individuals and groups
- A confident and effective communicator
- A resilient and compassionate nature

- A good sense of humour

Delivery:

Assist with recruitment for a mix of educationally excluded young people between ages 13-16 to participate in each programme

- Ensure appropriate paperwork is completed for each young person as per company policies
- Support the programme leader with planning and delivering the Building Foundations programme in line with the Foundation Futures' policies and procedures and the commissioning client's specifications
- Assist with and provide leadership, guidance and supervision to young people on the programme at all times and in particular when working with other organisations and on residential as required
- Support planning and preparation for community projects and activities, work based visits and liaison with partners in accordance with programme quality requirements
- Shared driving of the minibus

Assist programme leader to ensure that a minimum of 95% of young people achieve their targets during the programme, including:

- Assessing evidence against qualification requirements
- Guiding young people through the completion of their individual learning records to record their experiences
- Planning and carrying out regular individual and team reviews, incorporating the development of action plans.

Quality:

- Assist the programme leader to monitor and assess attendance and punctuality
- Support the maintenance of accurate records of team and individual performance and progress as required
- Enforce appropriate disciplinary procedures in line with Foundation Futures policies rules, regulations and codes of conduct.
- Assist the programme leader to submit accurate reports to the directors, contributing to the continuous quality improvement of the organisation
- Ensure that risk assessments are produced to the required standard prior to programme activities as appropriate
- Participate in programme quality reviews and contribute as required.
- Promote the good name of Foundation Futures CIC at all times.

Finance:

- Be economical with resources
- Ensure all expenses are authorised by the Programme Leader
- Comply with the finance policy in relation to petty cash and staff expense procedures
- Be familiar with funding streams as required

