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Wedi ei ariannu gan  
Llywodraeth y DU



coleg**sirgâr**



coleg**ceredigion**

# SKILLS DELIVERY AND DEVELOPER (SPF PROJECT)

RECRUITMENT PACK

2023 - 2024



INSPIRING LEARNERS  
FULFILLING POTENTIAL  
ACHIEVING EXCELLENCE

POWERED BY  
**LEVELLING  
— UP —**

WEDI'I YRRU GAN  
**FFYNIANT  
— BRO —**

# ROLE SUMMARY



## Job Title

Skills Delivery and Developer (SPF Project)



## Salary

£35,401 rising to £37,500 pro rata



## Hours Per Week

Casual Hours



## Contract

Casual up to 31st December 2024



## Location

To be confirmed



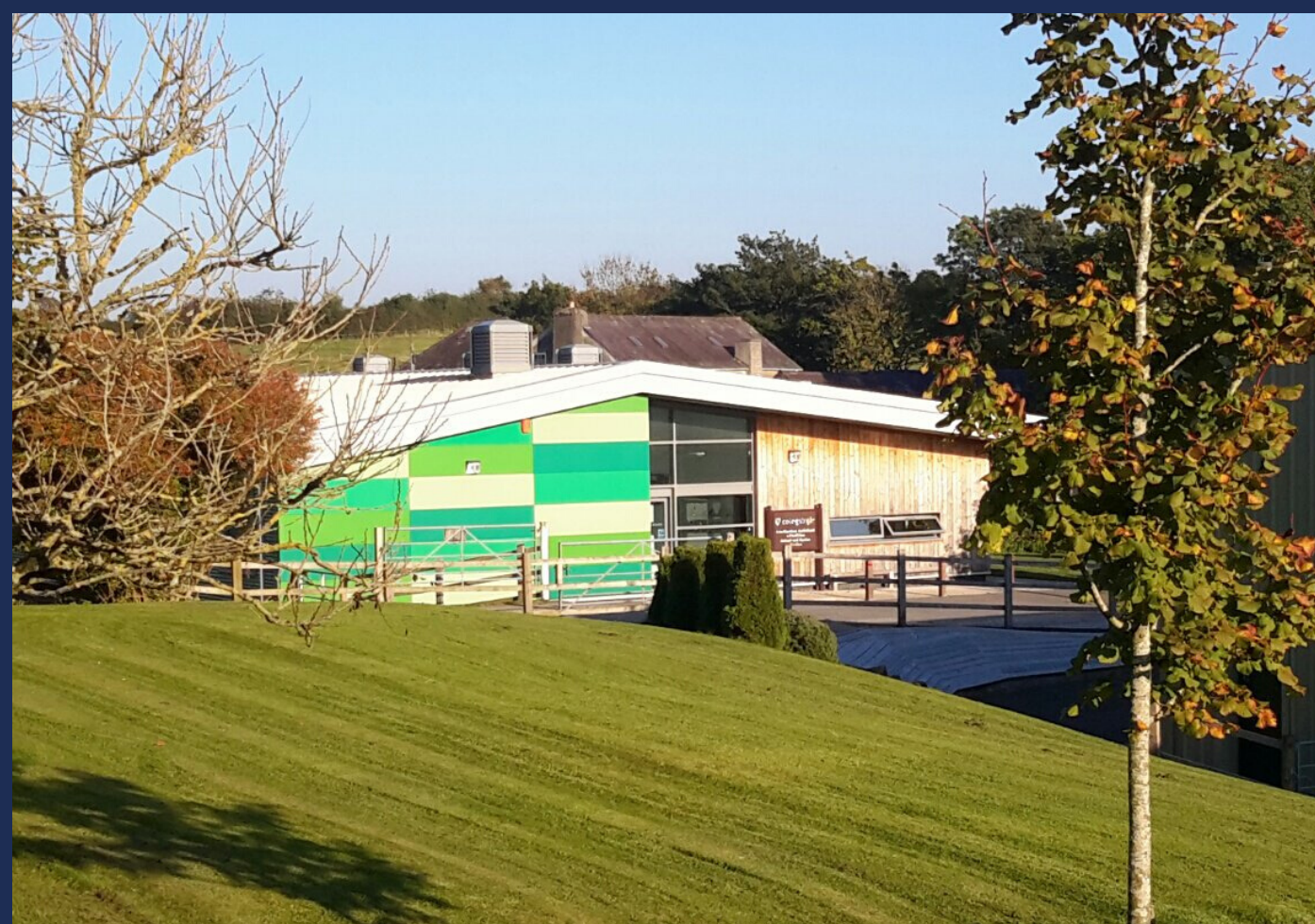
## Annual Leave

28 days holiday, plus bank holidays and five closure days which totals at 41 days holiday per year. You also receive an additional 4 days after 5 years service.

# THE COLLEGE

Over 10,000 learners study at the College, with around 3,000 studying full time vocational diplomas or tertiary A level provision. There are over 1200 apprentices funded through the 'B-WBL' Work Based Learning (WBL) consortium and over 900 higher education learners registered with the University of Wales Trinity Saint David (UWTSD). The College has a turnover of around £40M (Coleg Sir Gâr £34M and Coleg Ceredigion £6M). FE accounts for approximately £20M, HE £5M, WBL £4M and other activities (including trading, projects, research & EU funding) £11M. The trading income includes the operation of a 700 acre commercial dairy farm with a 900 strong dairy herd. The College has excellent accommodation and specialist facilities on many of the campuses which include a farm campus at Gelli Aur, Llandeilo, and Carmarthen School of Art which has a history in the town dating back to 1854. The College's headquarters are located at Graig Campus, Llanelli, where a £4M Innovation and Performance centre is currently being built alongside a newly establish full size 3G pitch. Ambitious plans are also in place to redevelop the College's Pibwrlwyd campus at Carmarthen with the support of Welsh Government. At Ceredigion, a project is currently underway to improve students' social and learning spaces. The College is at the forefront of promoting skills and employability and leads the Inspiring Skills Excellence project for Welsh Government across Wales. Allied to this, the College has an excellent record of success in regional, national and World Skills competitions with learners reaching four World Skills finals in Calgary, London, Sao Paulo and Abu Dhabi since 2009.

The County of Carmarthenshire is part tertiary with four 11-16 partner secondary schools in Llanelli. The remainder of the County and the County of Ceredigion operate school VI forms. Excellent, nationally recognised, partnerships are established with both 11-16 and 11-18 schools across the region and over 1,000 school pupils access vocational provision annually. Coleg Sir Gâr and Coleg Ceredigion have been formally integrated since 1 August 2017 and from 2018-19 will be funded and inspected as one College. However, they remain separate legal entities with Coleg Ceredigion a wholly owned subsidiary of Coleg Sir Gâr. The colleges currently hold the Estyn quality profiles of 'Good' (Coleg Sir Gâr) and 'Adequate' (Coleg Ceredigion) resulting from inspections conducted in 2013.



# YOUR BENEFITS



## HOLIDAY ALLOWANCE

Support staff receive 28 days holiday per year, statutory bank holidays and 5 College closure days – you will also receive an additional 4 days holiday after 5 years' service.

As a lecturer, you will receive 46 days holiday, plus bank holidays and five closure days which totals at 59 days holiday.

Management Spine staff receive 37 days holiday, plus bank holidays and 5 closure days that total to 50 days per year

## GENEROUS PENSION SCHEME



We operate an extremely generous pension scheme that ranges from 20% employer contributions to anyone on the local government pension scheme and 23.68% for those on the Teachers Pension Scheme.

## LEARNING AND DEVELOPMENT



We have a focus and investment in the aspirations of both staff and students which fosters and empowers individuals to take ownership of their future. We have an award-winning professional learning and development programme open to all staff across the institution. Staff are always encouraged and supported to follow professional learning pathways which inspire curiosity, develop them as individuals and propel the institution to the forefront of educational success

## WELLBEING



Coleg Sir Gar & Coleg Ceredigion are committed to the wellbeing of all students and staff within the college, as a result, we have various ways of supporting, celebrating and collaborating with colleagues across all campuses that include; wellbeing days, staff wellbeing pages and various other benefits.

## FREE CAR PARKING



All employees benefit from free on-site car parking across all 7 campuses.

## CYCLE TO WORK



We operate a cycle to work scheme to assist employees to purchase a bike and equipment.



colegsirgâr



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# WHAT OUR COLLEAGUES SAY

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DR ANDREW CORNISH CEO/PRINCIPAL,  
COLEG SIR GÂR AND COLEG CEREDIGION

*"Working in the FE sector allows you the opportunity to make a tangible difference and transform the lives of the next generation. Working in any capacity at Coleg Sir Gar or Coleg Ceredigion you will help to inspire learners, advance skills, create opportunities and ensure every learner achieves their potential."*

*"Brilliant team to work as a part of. Everyone is friendly and welcoming and the staff are incredible.*

*Such a valuable part of the South Wales community that represents Cymru in a positive and beneficial way to all those involved.*

*The company and its employees work hard to change the lives of those who invest time and effort into themselves and Coleg Sir Gar"*

IT Support Employee

*"I wish I'd started employment at the college straight away. By far the best employer I have worked for. Everyone is friendly, chatty & supportive of each other. Teams in the college are like family. Very transparent organisation. Fun, friendly atmosphere. Wouldn't want to work anywhere else."*

Administration Assistant Employee

# OUR VALUES & BEHAVIOURS

## RESPECT

We will be:

- accepting of difference and provide opportunity for everyone to thrive;
- empathetic to each others' needs;
- courteous and kind to each other;
- supportive and care for each other;
- ready and willing to engage positively



## UNITY

We will be:

- one team with a set of common goals and unified direction;
- mindful of our behaviour and language, and its impact on others;
- bilingual in our communication and engagement;
- integrated with our community and partners;
- transparent in all aspects of our work.



## PROFESSIONALISM

We will be:

- honest and act with integrity;
- driven to provide outstanding education and customer service;
- open to receiving different views that inform our decision making;
- a learning organisation with a curious nature;
- sustainable in our planning and delivery.



## Skills Delivery and Developer (SPF Project) | Coleg Sir Gar & Coleg Ceredigion

<b>Salary</b>	Starting at £35,401 rising to £37,500 pro rata
<b>Hours Per Week</b>	Casual Hours
<b>Contract</b>	Casual until 31st December 2023
<b>Locations</b>	To be confirmed
<b>Reporting to</b>	Innovation Manager

### About the role

Purpose will be to support coordination and implementation of the planning, developing, delivering, evaluating and assessing courses and learning programmes in accordance with learner needs to meet the Colleges Shared Prosperity Fund (SPF) Project outcomes for both Multiply or Skills 24.

Delivery and development will focus on skills within the following areas: -

Numeracy, Literacy, Digital Literacy, Hospitality and Food, Net Zero, Care

The post provides an exciting and challenging opportunity for a pro-active and innovative person to play a major role in the day to day co-ordination, development and delivery of activities in key areas of our SPF project within Carmarthenshire. The role is key to the successful delivery of our project targets specifically focusing on engaging with adults and employers and developing skills and delivering bespoke flexible training within specific sectors.

The primary focus of this role will be to support the project team to implement the project delivery plan successfully and that all elements meet quality standards, and support the progression of individuals in their learning journey. Through this engaging and community focused environment, Coleg Sir Gar will be at the heart of developing new skills and supporting those that want to improve existing skills.

### Responsibilities

- Deliver bespoke face to face / hybrid / online learning resources, and support with the production of resources with the projects Instructional Design Team
- Engage with stakeholder to optimise recruitment and progression opportunities for specific programmes within the SPF portfolio
- Deliver within community and employer venues which are underpinned by SPF outcomes.
- Assess learners' previous learning experiences and achievements, providing them with appropriate advice and guidance, and ensuring that learners are aware of possible progression routes

## Specific Responsibilities

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The Skills Delivery and Developer will be expected to:

- Author elearning content where opportunity for new distance and face to face community learning provision has been identified. Content should be produced to an agreed standard that can be interpreted by graphic/multimedia designers within the Multiply/SPF team.
- Support distance and face to face community learners with existing learning content, which is mapped to Agored Cymru certified units.
- Assess learners with learning existing and new content, at Entry One to Entry Three
- IV and AIV Agored Cymru assessments as required, in order to maintain a high level of quality.
- Maintain accurate records for recording delivery, tracking and communicating with learners and reporting regular and accurate figures. Ensure individual learner details are kept up-to-date and maintain records of learner progress.
- Ensure that appropriate evidence and systems are in place as required for inspection.
- Work with all other SPF staff to create a welcoming, purposeful atmosphere that encourages open and flexible learning.
- Attend regular team meetings and other relevant college meetings as required and participate in the general business life of the college.
- Participate in the college's appraisal scheme and undertake appropriate staff development activities. Work with the BDI Management to identify own training needs and undertake training as appropriate.
- Carry out any other duties as directed by the Principal/Chief Executive commensurate with the grade of the post at the initial place of work or other locations within the College.

## Generic Responsibilities

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The Skills Delivery and Developer will be expected to:

- Ensure that appropriate steps are taken to:
  1. Implement College policies and procedures with respect to equal opportunities
  2. Adhere to approved disciplinary and grievance procedures
  3. Implement and monitor Health and Safety requirements
  4. Comply with the College's Financial Procedures.

Implement agreed measures to monitor and improve the quality of experience for students.

Implement College policies and procedures with respect to equal opportunities

Adhere to approved disciplinary and grievance procedures

Implement and monitor Health and Safety requirements

Comply with the College's Financial Procedures.



## Performance Requirements

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### Pre-entry Qualifications and Experience

- HNC/D or Degree
- IT Qualification minimum to Level 2
- Maths Qualification minimum Level 2

### Training Period

- One academic year, where appropriate

### Contacts and Relationships

- To report to the Innovation Manager and SPF Strategic Manager
- To liaise with College Staff: external organisations and members of the public.

# PERSON SPECIFICATION

Criteria	Essential	Desirable
IT Qualification minimum to Level 2	✓	
HNC/D or Degree	✓	
Maths Qualification minimum Level 2	✓	
Teaching Qualification		✓
Agored AIV Certification		✓
Excellent Customer Care Skills	✓	
Proven competence in a range of IT systems/packages	✓	
Experience of working in partnership with external agencies	✓	
Good communicator with diplomacy and tact	✓	
Good interpersonal and organisational skills	✓	
Ability to work harmoniously with colleagues	✓	
Ability to work under pressure and to tight deadlines	✓	
Good presentational skills	✓	
Ability to display confidence and establish positive relationships	✓	

# PERSON SPECIFICATION

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## WELSH LANGUAGE SPECIFICATION

Welsh Oracy (Listening/Speaking)      Level 3/4

Welsh Literacy (Writing/Reading)      Level 3/4

## NOTES

- As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- This job description is valid as at October 2023. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes that are agreed.
- This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- As a requirement of your employment, you are required to be appraised as agreed within the Coleg Sir Gâr and Coleg Ceredigion Appraisal Scheme.

***Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English.***

***Coleg Sir Gar | Coleg Ceredigion reserve the right to close this vacancy early, should we receive a high volume of sufficient applications. As a result, we advise all applicants to apply as soon as possible to avoid any disappointment.***

# APPLICATION GUIDE

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## HOW TO APPLY

It is advised that you read the job description and person specification thoroughly prior to completing your application. All decisions regarding shortlisting will be based on your application form and how you refer back to the job description and person specification. Coleg Sir Gar and Coleg Ceredigion will not make assumptions about you and your qualifications, therefore, it is vital that you refer your application to the essential and desirable criteria, whilst also listing your qualifications on your application form.

***Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English.***

## EQUALITY & DIVERSITY

At Coleg Sir Gar & Coleg Ceredigion, we inspire learners to fulfil potential and achieve excellence. To do this, we need the best employees to continue our culture of respect, unity and professionalism. We are proud to be an Equal Opportunity Employer and therefore welcome applications from all backgrounds and areas of the community to the college.

## DISABILITY CONFIDENT

Coleg Sir Gar and Coleg Ceredigion are proud to be a disability confident committed employer. As a result, we ensure our recruitment process is fully inclusive and accessible to all, communicate and promote all opportunities, anticipating and providing reasonable adjustments, support existing employees who acquire a disability or long term health condition to stay in work, and offer an interview to disabled people who meet the minimum criteria for the job.



## MORE INFORMATION

If you require a paper copy of our application form and job description, please email [HRrecruitment@colegsirgar.ac.uk](mailto:HRrecruitment@colegsirgar.ac.uk), or alternatively, call 01554 748000.

For an informal discussion about this role please email:

[HRRecruitment@colegsirgar.ac.uk](mailto:HRRecruitment@colegsirgar.ac.uk) to schedule a convenient time to speak with our Recruitment Manager. Alternatively, you can call 01554 748159 to speak to us via phone. If you wish to apply for this position, please complete the college application form via our careers page, [www.colegsirgar.pinpointhq.com](http://www.colegsirgar.pinpointhq.com).

Coleg Sir Gar, Graig Campus, Sandy Road, Llanelli, SA15 4DN - 01554 748000