



Job Title:	Adult Learning Manager
Reports to:	Chief Executive
Contract:	Permanent
Part-time post	5 days per week
Salary:	£32,000 to £34,000 p.a.

Summary of post:

To be responsible for the implementation, management, monitoring and continuous improvement of Spires adult learning contract with the London Borough of Lambeth Adult Community Learning Department.

Spires works with many socially excluded individuals for whom an entry level course can be their first step towards integration to the community.

Key Responsibilities:

1. To manage Spires Adult Learning Centre and its courses, programs and activities in line with Spires contract with the London Borough of Lambeth Adult Community Learning Department (multiple site delivery)
2. To ensure contracted course learner numbers are recruited. This will include producing promotional material and actively marketing adult learning opportunities to other suitable organisations and individuals.
3. To recruit and support all Spires adult learning tutors including undertaking observations of teaching, learning and assessment.
4. To maintain the 'Performance', Monitoring' and 'Real Destination' adult learning spreadsheets. Ensuring all targets are met and reported on.
5. To organise and support delivery of Spires accredited training courses for volunteers, with support and involvement from Spires Volunteer Coordinator.
6. To arrange IAG services for Spires adult learners and identify progression opportunities through external providers.

7. To attend London Borough of Lambeth provider meetings, and other monitoring and network meetings as required.
8. To facilitate the Spires Learner Forum and other client involvement activities as required.
9. Responsibility for data recording service performance using a range of digital platforms including a range of Management Information System (MIS) including online learner registrations, data recording, processing and management.
10. Review and analyse data against our contracted and funded programmes Key Performance Indicators (KPIS), recognising trends
11. Make recommendations for improvements and adjustments to better meet the needs of our funders/commissioners and to better serve our beneficiaries.
12. Lead on scheduling and timetabling of courses, marketing (hard copy and digital) and publicity of courses including production of tri-annual course guides, website updates, and handling course enquiries from current and prospective learners and organisations.
13. Jointly oversee recruitment to our courses, maintaining and updating a database for this purpose, co-ordinate volunteers making calls, help co-ordinate enrolment days and maintain records of course bookings.
14. Maintaining, strengthening and increasing the number of partners to support delivery of courses including maintaining clear communication with our funders and commissioners.
15. Regular monitoring of the Education and Training Service budget including forecasting and recording spend.
16. Carrying out Observations of Teaching, Learning and assessment
17. Designing inclusive curriculum meeting the needs of the local community
18. Reporting to funders and senior management
19. Preparing for audits and moderations
20. Monitoring quality of the teaching files

Please note that this job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requires and will be reviewed on a regular basis

Person Specification:

Requirements	
Education and Experience	
A minimum of 2 years' experience providing coordination/management and support to tutors/teachers in an adult learning environment	E
Adult Education teaching experience and associated qualifications	E
Sound knowledge of Ofsted requirements	E
Sound experience of using Microsoft packages; Word, Excel, Outlook and PowerPoint	E
Experience of data inputting, understanding and using information management systems	E
Experience of working in a charitable, community-based sector	D
Experience in a customer facing role	E
Knowledge, Skills and Ability	
Strong organisational skills, including the ability to plan and prioritise own work and manage routine administrative tasks	E
Ability to work and communicate effectively within a team situation	E
Good written English skills	E
Confident with IT – able to learn new packages and programmes when given training	E
Personal Qualities	
Able to cope under pressure and accept responsibility to meet goals	E
Willing and available to work outside usual office hours	D

(E-Essential, D – Desirable)