

## Job Description and Person Specification Facilitator

Job Details	
Grade	4
Service	Skills, Employment & Adult Education Service
Location	Various across the city
Job Evaluation Code	A6210

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To facilitate educational activities and support adult learners in community settings, ensuring an engaging and supportive learning environment. See advert for details of curriculum areas required.</p>

Key Responsibilities and Accountabilities
<ul style="list-style-type: none"> <li>Facilitating learning activities using a variety of methods and approaches to support adult learners.</li> </ul>
<ul style="list-style-type: none"> <li>Assisting in the planning and preparation of learning sessions</li> </ul>
<ul style="list-style-type: none"> <li>Supporting learners in their educational journey, providing guidance and encouragement</li> </ul>
<ul style="list-style-type: none"> <li>Monitoring and review learner progress, providing feedback and support as needed</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring the learning environment is welcoming and conducive to learning</li> </ul>
<ul style="list-style-type: none"> <li>Assisting in the preparation of learning materials and resources.</li> </ul>
<ul style="list-style-type: none"> <li>Supporting the implementation of individual learning plans.</li> </ul>
<ul style="list-style-type: none"> <li>Providing on-course and exit advice and guidance to learners.</li> </ul>
<ul style="list-style-type: none"> <li>Attending and contribute to team meetings and training sessions.</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking necessary administrative tasks related to the learning activities.</li> </ul>

Key Relationships			
External:	West Midlands Combined authority (WMCA)	Internal:	Adult Education – Curriculum delivery teams
	Skills England		Job Shop
	Ofsted		Regeneration and Economy Directorate
	Department for Work & Pensions		Marketing & Communications

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

**Responsible for**

n/a

**Person Specification**

**Requirements**

Knowledge	Understanding of subject area including current curriculum practice and issues
Knowledge	Understanding of barriers faced by adults to educational achievement and how they can be overcome
Knowledge	Understanding of adult and community learning and the difference it can make to people's lives
Skills And Ability	Assessing the learning needs of individuals and groups
Skills And Ability	Planning and developing learning materials
Skills And Ability	Maintaining records and completing relevant administrative procedures
Skills And Ability	Monitoring and evaluating learners' progress and to assess achievement
Skills And Ability	Adapting to different work environments
Skills And Ability	Willing to engage with CPD activities and work towards relevant qualifications in adult education
Skills And Ability	Promoting equity, diversity and inclusion in all aspects of work
Skills And Ability	Understanding of safeguarding policies and procedures in relation to safeguarding children and vulnerable adults
Experience	Support or facilitation role within an educational or community setting.

Experience	Developing the use of a range of ICT and multi-media resources
Experience	Teaching or tutoring, even if informal or voluntary.
Qualification	English and maths at Level 2
Qualification	Relevant subject specific qualifications relevant to subject/programme area
Special Requirements	<ul style="list-style-type: none"> <li>• Occasional evening and weekend working</li> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>

Declaration			
Reviewed/Created By:	Howard Croft		
Job Title:	Senior Curriculum & Operations Manager	Date:	30/07/2025