**Job Description:**

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| **Post:** | **Community Engagement Technician**  |
| **Salary Grade:** | **Grade 1 Spine Point 3 £18,278.00 FTE**  |
| **Responsible to:** | **Community Engagement Manager** |
| **Responsible for:** |  **N/A** |

**Key Purpose:**

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| **1** | To provide technical support to staff, students and visitors. |
| **2** | To be responsible for the daily operation of the working environment equipment and resources, and the supervision of designated areas. |
| **3** | To ensure that Health and Safety guidelines are adhered to. |

**Key Responsibilities and Accountabilities:**

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| **1** | To organise daily activities within the working environment, including the preparation ofresources and housekeeping. |
| **2** | To provide assistance to individuals or groups of students, staff, and customers within the working environment. For specific departments this may include work placements and instructing of individuals or groups. |
| **3** | To undertake reviews of health and safety policies and procedures in the workplace and undertake risk assessments. |
| **4** | To implement and maintain the regulations of the Health and Safety at Work Act 1974 and all other related Health and Safety legislation and regulations. |
| **5** | To participate in curriculum area, College, employer/parent functions, meetings and promotional activities as required. |
| **6** | Participate in review activities and the generation and implementation of new resources and action plans. |
| **7** | Monitor and maintain equipment and prepare replacement plans.  |
| **8** | Order and stock take materials and equipment. |
| **9** | Clean and maintain working spaces, develop working environment, provide technical support and assistance for projects. |
| **10** | To assist with PAT testing if applicable  |
| **11** | Distribution and collection of equipment as required on a daily basis if applicable  |
| **12** | Organise and lead community wellbeing activities |
| **13** | Coordinate and deliver gym inductions to staff, students, and public |
| **14** | Supervise gym and fitness centre use out of hours by staff, students, and public to ensure safe practice and provide coaching where appropriate.  |
| **15** | Coordinate and monitor social media for Community Engagement |
| **16** | Perform cash handling and banking duties in alignment with Data Protection and PCI DSS legislation |
| **17** | Plan and deliver any such classes, fitness sessions, or activities relevant to any part of the Community Engagement plan. |
| **18** | To carry out any other reasonable activity or duty as requested by Line Management |

**Cross-College Responsibilities and Accountabilities:**

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| --- | --- |
| **1** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **2** | Champion the College’s equal opportunities and health and safety requirements. |
| **3** | Take responsibility for one’s own professional development. |
| **4** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |
| **5** | To support and participate in College wide activities where required |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Level 2 qualification in the relevant subject area or relevant industry experience |  | Y | A |
| 2 | Technical qualification in the relevant subject area |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 3 | Relevant industrial/subject experience | Y |  | A/I |
| 4 | Experience of following/applying Health & Safety Procedures | Y |  | A/I |
| 5 | Working knowledge of the relevant curriculum area | Y |  | A/I |
| 6 | Experience of ordering supplies and maintaining stock levels | Y |  | A/I |
| 7 | Understanding and awareness of Health & Safety legislation | Y |  | A/I |
| 8 | Knowledge of Microsoft Office applications, including Word and PowerPoint | Y |  | A/I |
| 9 | Maintaining relevant equipment |  | Y | A/I |
| 10 | Understanding of safeguarding vulnerable groups |  | Y | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 11 | Competency in using the relevant tools | Y |  | A/I |
| 12 | Time management skills, organisational skills and the ability to prioritise tasks effectively | Y |  | A/I |
| 13 | Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing | Y |  | A/I |
| 14 | Ability to work alone and as part of a team | Y |  | A/I |
| 15 | Ability to solve problems and make decisions | Y |  | A/I |
| 16 | Flexible approach  | Y |  | I |
| 17 | Committed to student support | Y |  | I |

Key to assessment methods:

A = Application

I = Interview