



October 2018

1. JOB IDENTITY

Post Title:	CLD Assistant	Service:	Education and Children's Services
Section:	Community Learning & Development	Grade:	Technician G
Reports to:	CLD Worker		

2. JOB PURPOSE

- Contribute to the development and delivery of Community Learning & Development in the designated area in line with national priorities and identified need

This post may require working irregular and unsocial hours, which may include weekends

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Create opportunities for achievement through learning and community development
- Manage and organise resources in order to deliver programmes and activities
- Contribute to the planning, monitoring, evaluation and reporting of work using the Continuous Improvement Framework
- Ensure Risk Assessments are in place for all activities
- Ensure compliance with Council policy and with the professional expectations of the CLD Standards Council in Scotland

4. QUALIFICATIONS AND TRAINING

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| Essential: | <ul style="list-style-type: none"> • Academic achievement to SCQF level 6 (Higher) or equivalent transferrable experience and skills • Commitment to personal and professional development and training |
| Desirable: | <ul style="list-style-type: none"> • Qualification in Community Learning & Development Discipline or relevant subject • Member of CLD Standards Council in Scotland (or eligible for membership) |

5. EXPERIENCE

- Essential:**
- Experience of working within a local community
 - Experience of working with adults and / or young people in a variety of learning or supportive settings using a CLD approach
- Desirable:**
- Experience in Community Development, Youth Work or Adult Learning
 - Experience of designing and delivering learning programmes
 - Experience in evaluating learning activities
 - Experience of guiding and directing learners through progression routes
 - Experience of inter-agency working

6. KNOWLEDGE AND SKILLS

- Essential:**
- Understanding of the CLD approach with the ability to relate to and support participants who may have a range of needs
 - Good communication skills, both verbal and written
 - Confident in the use of Microsoft Office applications
 - Confident to support learners / participants with internet searches and online resources
 - Good organisational and time management skills with the ability to meet deadlines
 - Team Player with the ability to work on own initiative
 - Approachable with good group work skills and the ability to motivate others
 - Ability to work collaboratively with a range of internal and external stakeholders
 - Understanding of the importance of confidentiality
 - Ability to travel
- Desirable:**
- Awareness of CLD national priorities
 - Knowledge of CLD methods of planning and evaluation e.g. LEAP

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
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Politically Restricted	Not applicable to this post
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AGREED