



Job Description and Employee Specification [Project Officer: CLD]

Education & Families

Service:	Education and Families
Division:	Community Learning and Development
Job Title:	Project Officer: CLD
Responsible to:	CLD Worker
Grade	NLC9
Conditions of Service	SJC
Date of last review:	September 2023

Job Outline

The post holder will support the CLD Team in the delivery and development of the core functions of Community Learning & Development: Adult Learning, Family Learning, Resettlement and Youth Work. The post holder will be responsible to a CLD Worker within the CLD team.

Main Duties and Responsibilities

Generic Duties:

1. Supporting the development, delivery, assessment and evaluation of CLD programmes including accredited programmes, which reflect community needs and council priorities.
2. Developing links with other agencies, and/or voluntary organisations engaged in Community Learning & Development.
3. Deliver interventions which support the learning and development needs of young people, adults or families.
4. Maintaining ongoing engagement with client group until they progress onto further opportunities or their needs are met.
5. Supporting day to day work of CLD Support Workers.
6. Working in collaboration with and providing guidance to Assistant Support Workers, Support Workers and volunteers as appropriate.
7. Supporting the local CLD team to source and secure external funding and monitor approved project spend.
8. Supporting the development and delivery of Community Learning and Development plans
9. Supporting and co-ordinating the effective management of resources.
10. Participating in authority wide working groups and initiatives as required.
11. Participating in training to maintain the knowledge base required to fulfil the post.

12. Preparing and submitting reports and evaluations, including statistical returns in line with the CLD Management Information System.
13. Undertaking such duties and responsibilities as may be required in terms of the Health & Safety at Work Act 1974, Equalities Policy.
14. Undertaking such duties and responsibilities as may be required in terms of the Council's Equalities Policy and Schemes.
15. Undertaking such other duties as considered appropriate.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING - Qualification at minimum of SCQF Level 7 / HNC relating to a relevant discipline within Community Learning and Development and/or accredited training appropriate to the learning programme being delivered - Additional accredited qualifications or training appropriate to the learning programme being delivered	X	X	Verification/Application Form/Interview
WORK EXPERIENCE - Extended previous experience of working within a relevant discipline of Community Learning and Development - Experience of group work - Experience of delivery and assessment of accredited learning programmes. - Development and delivery of Community Learning and Development programmes	X X X X		Application Form/Interview

• Support and supervision of staff on a day-to-day basis • Sourcing and securing funding and resources		X X	
KNOWLEDGE/SKILL/ABILITY • Ability to lead and work as part of a team • Good interpersonal and organisational skills • Good working knowledge of the specific learning programme being developed • Good verbal and written communication skills • Ability to work on own initiative • Good local knowledge and awareness of Community Learning and Development partner agencies & organisations • Awareness of national and local developments within a relevant discipline of CLD • Awareness of relevant policies and procedures including Child/ Vulnerable Adult Protection and Health & Safety	X X X X	X X X X	Application Form/Interview
PERSONAL QUALITIES/ATTRIBUTES • Confident and articulate • Friendly and approachable • Able to relate to others	X X X		Application Form/Interview
OTHER • Ability to travel throughout North Lanarkshire • Satisfactory PVG scheme membership (Protected Adults & Child) (application	X X		Application Form/Interview

will be processed by the Council for successful candidates and must be attained prior to commencing employment)			
---	--	--	--