

Job Title: Literacy Programmes Coordinator

Reports to: Foundation Learning Manager

Based at: National Development Office

Job Purpose: Development and coordination of foundation programme resources and tools to enable quality delivery of all foundation programmes.

Key Roles and Responsibilities

Operations

- Maintain a current working knowledge of all necessary aspects of the relevant Company Workplace and MSD contracts.
- Manage the delivery of Workplace Literacy and MSD contracts, including implementation, staffing, and reporting requirements.
- Manage and report variance against budget for areas of responsibility.
- Ensure performance outcomes of programme delivery against agreed performance indicators (including targets) within all Workplace and MSD contracts.
- Conduct recruitment and induction of workplace literacy tutor teams, supported by the Foundation Co-ordinator and in consultation with the Foundation Learning Manager.
- Conduct performance appraisals and performance management of tutor teams in consultation with Foundation Learning Manager.
- Build and maintain positive working relationships with relevant employers and MSD staff, attending meetings as required.
- Coordination of the development of workplace literacy resources including re-writing of programme material.
- Attend Company meetings and contribute to company goals as required.
- Manage the delivery of Foundation Learning assessments as required within the wider Company programme delivery.
- Provide professional development to Foundation Niche staff in the implementation of new resources and tools in collaboration with the Foundation Coordinator and in consultation with the Foundation Learning Manager.

Business Development

- Development of Foundation Niche business in conjunction with the Foundation and Business Development teams.
- Actively promote Foundation Niche to support niche to achieve targets.

Quality Assurance

- Implement national and regional policies and procedures as required.
- Work with Moderation consultant to ensure any unit standard based revised work is moderated according to internal process and material is relocated to the appropriate area for Tutor use.
- Work with national QA team to implement changes.

Hours:

**Minimum 20 hrs per week with
additional hours as required**