

## **JOB DESCRIPTION**

### **WORKPLACE LEARNING PROGRAMME COORDINATOR**

**Salary:** local government scale spinal point 22-28 (£19,621 - £23,708, pay award pending)

**Hours:** 37 hours a week, job share will be considered. This is a one year fixed term contract with the possibility of extension.

#### **Role**

The IfA's expanding Workplace Learning Programme includes a number of schemes which aim to provide valuable workplace learning opportunities for early and mid career historic environment practitioners seeking to develop their skills. These currently include the HLF funded Workplace Learning Bursary Scheme and the English Heritage funded EPPIC scheme. The schemes within the programme are based around National Occupational Standards and can provide accreditation of workplace learning through an NVQ in Archaeological Practice.

The Workplace Learning Programme Coordinator will work with existing staff to administer the IfA's Workplace Learning Programme, including:

- developing placement opportunities within the various strands of the programme
- recruiting placement holders
- monitoring and evaluating placements in line with programme targets
- publicising the programme
- promoting and publicising the NVQ in Archaeological Practice
- supporting candidates and assessors registered with the IfA Assessment Centre
- assessing candidates for the NVQ

**Responsible to:** Training & Standards Manager, in consultation with the Head of Projects and Professional Development as appropriate.

**Responsible for:** N/A

#### **Main duties**

The Workplace Learning Coordinator will

- in consultation with the Training & Standards Manager, identify training priorities and potential placement hosts
- work with placement hosts to develop structured placement plans linked to the National Occupational Standards for Archaeological Practice
- work with placement hosts to develop job descriptions and person specifications for each placement
- devise and implement recruitment procedures, in line with IfA policy and the requirements of the scheme
- facilitate the production of learning agreements for each placement
- monitor the progress of placement holders formally and informally, providing the link between the placement host and IfA . Carry out monitoring visits as appropriate
- coordinate publicity for the scheme, including arranging a dedicated session at conference
- ensure that the requirements of the appropriate vocational qualification are embedded within placements. Assess candidates and liaise with other NVQ assessors and internal verifiers as necessary

- in consultation with the Training & Standards Manager, administer the IfA assessment centre, promoting NVQs, arranging induction meetings and supporting trainee assessors
- make arrangements for trainees to meet together to share their learning
- in consultation with the Training & Standards Manager, monitor the Workplace Learning Programme in line with published targets
- develop further placement opportunities, including identifying additional sources of funding as appropriate

The post will be based at the IfA offices, presently in Reading. The post-holder will normally work in the office or, on occasion, remotely by arrangement. The post-holder will be required to travel within the UK as part of the recruitment and placement monitoring processes.

### **PERSON SPECIFICATION WORKPLACE LEARNING PROGRAMME CO-ORDINATOR**

<b>Attribute</b>	<b>Essential</b>	<b>Preferred</b>
Education	<ul style="list-style-type: none"> <li>• educated to degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• A1 Assessor qualification</li> </ul>
Professional standing		<ul style="list-style-type: none"> <li>• IfA membership at AlfA level</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>• an understanding of different mechanisms for delivering vocational training, preferably within the historic environment/heritage sector</li> </ul>	<ul style="list-style-type: none"> <li>• familiarity with using National Occupational Standards</li> <li>• experience of vocational qualifications</li> <li>• experience of delivering vocational training</li> </ul>
Skills, knowledge, aptitude	<ul style="list-style-type: none"> <li>• awareness of training and career development issues</li> <li>• excellent communication skills</li> <li>• good organising ability</li> <li>• ICT competence</li> <li>• good team working skills</li> </ul>	<ul style="list-style-type: none"> <li>• interest in the historic environment</li> </ul>

Candidates must be able to demonstrate that they are eligible to work in the UK. Application is by CV and covering letter, which should clearly show how you meet the essential and preferred criteria for the post.

Please mark your applications for the attention of Kate Geary and send them by email to [kirsten.collins@archaeologists.net](mailto:kirsten.collins@archaeologists.net) (preferred) or by post to The Institute for Archaeologists, SHES, University of Reading, Whiteknights, PO Box 227, Reading, G6 6AB. If applying by e-mail, please ensure that you request a read receipt. For an informal discussion about the post, please contact Kate Geary on 01691 771584 or [kate.geary@archaeologists.net](mailto:kate.geary@archaeologists.net).

The IfA encourages applications irrespective of age, disability, gender, race, religion & faith and sexual orientation. We are particularly keen to receive applications from the black and minority ethnic communities which are currently under-represented within professional archaeology. A Guaranteed Interview Scheme applied to this post. Applicants considering themselves to have a disability and who meet the essential competences as set out in the person specification and advertisement for the post will be guaranteed an interview. Please download the Guaranteed Interview Scheme guidance for more information.