



ACTIVE PLUS

VETERANS INSPIRING PEOPLE

Job Title:	Active Plus Instructor
Location:	Swindon and Wiltshire
Salary banding:	£17,000 - £19,000
Contract type:	16 hours per week Fixed term contract until August 2019
Responsible to:	Swindon and Wiltshire Area Coordinator

Main Purpose of Job:

Working on the Building Bridges programme you will be part of a team of wounded, injured or sick military veterans who are inspiring people to make positive change in their lives. You will assist the Lead Instructor to deliver courses across Swindon and Wiltshire. Delivering confidence and motivation training you will assist participants in their journey towards employment.

Building Bridges is part of the national Building Better Opportunities programme which is funded by the Big Lottery Fund and the European Social Fund and aims to help people who are unemployed and economically inactive to overcome their barriers to participation in work, training and education. Community First is the Lead Partner.

Key relationships:

Internal	External
Active Plus Swindon and Wiltshire Area Coordinator	Community First
Active Plus Managing Director Active Plus Chief Executive	All other Building Bridges delivery partners and other organisations that can support participants
Active Plus Operations Manager Active Plus Office Manager	Referral organisations e.g. Jobcentres, NHS, Housing Associations
Active Plus Lead Instructors	Project participants Local employers

Main Duties and Responsibilities:

- Assist the Lead Instructor and Swindon and Wiltshire Area Coordinator to deliver engaging confidence and motivation courses to members of the community across Swindon and Wiltshire
- Work as part of a team of deliverers to inspire, motivate and engage participants through Active Plus courses ensuring that courses are inclusive and meet the needs of the participants
- Work with participants on a one to one basis to support them in their journey with Building Bridges

- Deliver relevant training activities as required by the Swindon and Wiltshire Area Coordinator
- Input participant data onto the management information system accurately and in a timely manner
- Engage with local communities to build a strong network of support, participants and employers
- Complete tasks as directed by the Swindon and Wiltshire Area Coordinator to make telephone calls, book venues and speak to partner organisations
- Adhere to policies and processes set by Active Plus and Community First
- Develop and maintain effective relationships with other partner organisations
- Assist with training new volunteers joining the Building Bridges delivery team
- Assist with the delivery of end of course presentations for each cohort
- Ensure all financial, administrative and compliance processes are adhered to at all times, seeking advice and support from the Swindon and Wiltshire Area Coordinator as appropriate
- Ensure that data protection guidelines are followed at all times

Person specification

Skills, knowledge and experience		
Essential	Desirable	How identified
Experience of delivering training.	Teaching or training qualification.	CV Personal statement Interview
Experience of effective working with partner agencies.	Knowledge of the local labour market and current opportunities available for employment and training.	CV Personal statement Interview
Ability to communicate with a wide range of audiences.		Personal statement Interview
Sound knowledge of the Microsoft Office suite.	ECDL qualification or similar.	CV
Experience of working within the community and supporting participants to achieve their goals.	IAG or coaching qualification.	CV Personal statement Interview
A knowledge and understanding of the challenges faced by wounded, injured or sick military veterans.	Experience of the armed forces or of working with organisations who support the armed forces.	CV Personal statement Interview
Experience of working to strict deadlines whilst ensuring that all work is effective and compliant.	Experience of European Social Fund or grant funded delivery	CV Personal statement
Current clean driving licence and access to a vehicle for business use		



This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

To apply

The closing date for this post is 12 noon on Wednesday 24th May.

To apply please send a CV and covering letter of no more than 2 sides detailing why you are suitable for the post and send them to laura@activeplus.org.uk