



LOTTERY FUNDED



European Union
European
Social Fund

ACTIVE PLUS

VETERANS INSPIRING PEOPLE

Job Title:	Who Dares Works Instructor
Location:	Head Office Base in Truro, working across West Cornwall
Salary banding:	£19,000 - £21,000
Contract type:	Various positions available Fixed term contract until August 2019
Responsible to:	Who Dares Works Delivery Team Manager

Main Purpose of Job:

Working on the “Who Dares Works” project 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 Delivery Team Manager and Team Lead to deliver Who Dares Works courses and community clubs to members of the community in West Cornwall. Delivering confidence and motivation training you will assist participants in their journey towards employment.

Who Dares Works is part of the national Building Better Opportunities programme which is funded by Big Lottery and European Social Fund aims to help people who are unemployed and economically inactive to overcome their barriers to participation in work, training and education. Who Dares Works is a partnership of 17 organisations and is managed by Active Plus as the Lead Partner.

Key relationships:

Internal	External
Active Plus Managing Director	Who Dares Works Mentors (delivered by Pentreath and Addaction)
Active Plus Operations Manager	Who Dares Works Coproduction partner (CHAOS)
Active Plus Who Dares Works Delivery Team Manager	All other Who Dares Works delivery partners and other organisations that can support participants
Active Plus Who Dares Works Team Lead	Referral organisations e.g. Jobcentres, NHS, Housing Associations, Voluntary and Community sector organisations
Active Plus Who Dares Works delivery team	
Active Plus Who Dares Works Project	Project participants

Manager, Partnership Manager, Compliance and Finance Manager and Project Support Officer	Local employers
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Main Duties and Responsibilities:

- Assist the Team Lead to deliver engaging Who Dares Works confidence and motivation courses to members of the community across West Cornwall
- Work as part of a team of deliverers to inspire, motivate and engage participants through Who Dares Works courses ensuring that courses are inclusive and meet the needs of the participants
- Deliver relevant training activities as required by the Team Lead
- Engage with local communities to build a strong network of support, participants and employers
- As directed by the Team Lead, assist with the coordination and delivery of weekly Community Clubs to assist participants in their journey to move closer to employment
- Adhere to policies and processes set by Active Plus and the Who Dares Works Project Management Team
- Build and maintain effective relationships with Who Dares Works mentors to ensure a positive and seamless experience for participants
- Develop and maintain effective relationships with other partner organisations, building a good knowledge of the specialist support and work related activity on offer that adds value to Who Dares Works delivery
- Assist with training new volunteers joining the Who Dares Work delivery team
- Assist with the delivery of end of course presentations for each cohort
- Attend meetings of the Project-wide Who Dares Works delivery team
- Ensure all financial, administrative and compliance processes are adhered to at all times, seeking advice and support from the Delivery Team Manager 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).

Application Process:

Closing date Tuesday 12th June 2018 at 12 noon.

Please send:

- 1. CV of no more than 2 sides of A4 demonstrating fit against roles and responsibilities of the post**
- 2. A personal statement outlining your suitability against each of the essential criteria in the person specification**

To: laura@activeplus.org.uk

For more information about the role call the Active Plus team on 01326 567174.