

Job opportunity | Lead Construction Tutor Horizon Project

www.WestKentYMCA.org.uk/job | Jobs@WestKentYMCA.org.uk

**4-5 days a week | all year | Permanent role
Based in Tunbridge Wells (and Tonbridge)
Competitive salary [+ pension + health]**

An exciting opportunity for an enthusiastic, inspiring, capable person to join our talented team at YMCA West Kent. In this vital role, you will support and teach trainees to overcome barriers to learning and achieve their personal goals

Job Purpose

- Ensure the horizon project ethos and pastoral support is outstanding in both centres and that all qualification portfolios are of the highest standard.
- Support and strengthen teaching and mentoring in both centres. Be a positive role model for trainees. Mentor and provide guidance and advice.
- Liaise with colleagues and other agencies to ensure trainees develop to their full potential.

Accountability

- Employed by West Kent YMCA.
- Accountable for health & safety and quality of teaching.
- Supervision provided by Horizon Project Manager.

Key tasks

- Lead tutors and mentors in delivering the highest standards of City & Guilds Level 1 Construction and Duke of Edinburgh Award qualifications
- Plan, delegate and deliver a robust, engaging and fun curriculum (City & Guilds Level 1 Construction, Multi-skills, Health and Safety, Duke of Edinburgh) that meets the individual needs of each young person ensuring their personal and social development needs are addressed at all times.
- Mentor, support and strengthen all teaching, highlighting training needs to the Project Manager.
- Assist Project Manager in ensuring evidence and portfolios are of the highest standard.
- Carry out tutoring observations and IV portfolios: producing written reports and staff feedback.
- Ensure compliance of paperwork and portfolio requirements for external verifiers.
- Consult with, and respond appropriately to trainees' needs, assisting with personal development and working closely with colleagues and other agencies to ensure the maximum development and progress of the trainees.
- Provide support, advice and information to other projects.
- Carry out any other tasks, commensurate with the purposes of the post, on the direction of the Project Manager or Chief Executive.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

YMCA West Kent | Tel 01892 542209 | Fax 08712 390677 | Email info@WestKentYMCA.org.uk

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www.WestKentYMCA.org.uk | Company Limited by Guarantee No 2512960 | Registered Charity No 803529

Registered Office - Head Office, YMCA Ryder House, 1-23 Belgrave Road, Tunbridge Wells, Kent TN1 2BP

Person Specification

Essential

- **Must** have previous experience of a lead role.
- Plumbing qualifications and experience.
- Experience of delivering and assessing City & Guilds Basic Construction Skills Level 1 in Multi-Skills (or equivalent). Hold or working towards NVQ assessor grades D33/34 or A1 & V1, TAQA.
- Leadership, planning and delegation skills.
- Demonstrable training skills as a trainer, tutor, mentor or teacher.
- Ability to work alone and as part of a team.
- Knowledge and experience of Health and Safety in construction and learning environments.
- Proven experience and skills as a "self-starter", reliable with a flexible and patient attitude.
- A Christian or supportive of the Christian ethos of West Kent YMCA.
- Experience of working with young people who have challenging behaviour
- Driver and access to own car

Desirable

- Knowledge and experience of issues affecting young people e.g. substance misuse, family breakdown, homelessness, mental health, learning or physical disabilities, school exclusion
- Experience of working in a caring supporting environment with young people
- Minibus driver or willing to be trained

To apply / find out more

See www.WestKentYMCA.org.uk/job or

email Jobs@WestKentYMCA.org.uk or

Call Karen 01892 542 209 or

Text TN2T to 07941 388 852

CVs are not considered

References & DBS essential



YMCA
WEST KENT



Our Vision

Young people in need are equipped and empowered to build their future.

Our Mission

We are a local Christian charity committed to helping young men and women, of all faiths or none, particularly at times of need.

Our mission is to do this by providing the foundation that young people need, including:

- A safe and secure place to live
- A safe and supported place to learn
- A great environment in which to develop and grow, and
- An excellent standard of complete support, designed for and with young people

We aim to be the best provider of these young people's services and will work with partners who share our values and aspirations.

Our Values

We strive to be:

- | | |
|-----------------------------|------------|
| Inclusive | Caring |
| Ambitious | Honest |
| Inspiring | Empowering |
| Committed to sustainability | |