

INTERNAL/EXTERNAL POST: ASSESSOR MANAGEMENT			
Do not include a CV. Please complete all parts of the application form and return it to jobs@cymoedd.ac.uk			
COMPANY	COLEG Y CYMOEDD	ADVERT LIVE DATE	16/11/2021
JOB ROLE	ASSESSOR MANAGEMENT	HOURS/DURATION	37 HOURS PER WEEK FULL-TIME/PERMANENT
SALARY	SCALE 6 (£27,492 - £29,352)	LOCATION	NANTGARW CAMPUS (BUT WILL BE REQUIRED TO WORK AT OUR ABERDARE, RHONDDA & YSTRAD MYNACH CAMPUS)
CLOSING DATE/TIME	06/12/2021 12:00PM MIDDAY (APPLICATIONS RECEIVED AFTER 12:00PM MIDDAY WILL NOT BE CONSIDERED)	INTERVIEW DATE	TBC

If you are self-motivated, enthusiastic and have experience of apprenticeship programme delivery then you have what it takes to become a Work Based Learning Management Assessor. This is a great opportunity to work for a well-established company that values your contribution, supports your personal development and challenges you to do your absolute best for our learners.

THE POSITION

We are seeking to appoint a highly motivated Work Based Learning Management Assessor to join our thriving and sector-recognised WBL department. The successful applicant will have a genuine desire to play a pivotal role in apprenticeship delivery and demand. Based at our Nantgarw Campus the successful candidate will join us on a full-time/permanent contract and will receive a number of benefits and a competitive salary of circa £27,492-29,352 per annum. The ideal candidate will have a sound knowledge of work based learning provision and experience of assessment and verification with Management. We would be particularly interested in those applicants with a hospitality management background.

THE COMPANY

This is a very exciting time for Coleg y Cymoedd – outcomes for learners have improved significantly, with examples of sector leading practice in some schools, and both academic and vocational programmes achieving outcomes in line with national comparators. We have made a significant investment in the estate, which includes two new campuses at Aberdare and Nantgarw, and a number of industry specific centres of excellence, supported by a range of high profile employers. The Department engages with over 800 employers, offering training and apprenticeship programmes across a wide range of subjects. The department is committed to apprenticeship and employer engagement and prides itself on securing additional funding for the college and working in partnership with high profile businesses both locally and regionally.

KEY RESPONSIBILITIES

- **To liaise competently and professionally with employers, and other customers, in providing high quality apprenticeship programmes.**
- **To work closely with the WBL Operations Manager and occupational coordinator to ensure high quality construction apprenticeship programmes are provided for employers and stakeholders.**
- **Support the Professional Services Coordinator generate new business relationships.**
- **Develop, deliver and assess work based learning activities in line with recognised occupational standards.**
- **Undertake health and safety pre-placement audits and on-going monitoring of health and safety in the workplace.**
- **Participate in the internal verification process and contribute to standardisation activities.**

KEY REQUIREMENTS

- **Qualified to a minimum of Level 4 in relevant discipline.**
- **Experience of teaching/training/assessing in a relevant discipline.**
- **Assessor and IQA qualified is essential.**
- **Experience of working within a WBL environment is essential.**
- **Ability to meet deadlines and work under pressure is essential.**

- **Sound Knowledge of training and assessment requirements.**
- **An understanding of and commitment to Equal Opportunities is essential.**
- **To be proactive, adaptable and flexible to respond to the needs of the department.**
- **To enjoy working with other people and have sensitivity and understanding to meet all learner needs.**
- **Computer literate to support all aspects of the learner journey from sign up to qualification progression.**

WHAT WE OFFER

The college offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our staff make to our success and growth. To name but a few, you will have access to:

- **Final salary pension schemes**
- **Free on-site parking on all our campuses**
- **Discounted leisure membership**
- **Employee Assistance Programme (EAP)**
- **Generous annual leave entitlement**
- **Family friendly policies**
- **Access to free Wi-Fi and Microsoft Office 365**
- **Staff recognition awards**
- **Opportunities for development**

WHY YOU SHOULD APPLY

- **Competitive salary**
- **Industry specific centres of excellence**
- **Award winning college and team**
- **Very competitive benefits package**
- **Excellent opportunities for growth and development**

RECRUITMENT SCHEDULE

The closing date for applications is **6th December 2021 at 12:00PM midday** (shortlisted candidates to be advised on Friday 17th December 2021) **If you do not hear from the college by 17th December 2021 you should assume that your application has been unsuccessful on this occasion.**

The interview will take place on TBC

If you are shortlisted and would like the interview to be conducted in Welsh, please contact jobs@cymoedd.ac.uk

Please note: The college would normally obtain references before applicants are invited to interview.

For an informal discussion about this post please contact Work Based Learning Operations Manager Tracy Hall on 07766 521 707.

HOW TO APPLY

Please ensure you use the **Job Description** and **Person Specification** to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required, including details of any gaps in employment. **Please do not include a CV.**

If you wish to apply for the post the application instead, please send to:

**The Human Resources Department,
Coleg y Cymoedd,
Rhondda Campus,**

**Llwynypia,
Tonypandy,
RCT,
CF40 2TQ**

For more information on the college take a look at our [Website](#), [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).

RIGHT TO WORK IN THE UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

DATA PROTECTION

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

CRIMINAL CONVICTIONS

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

EQUALITY AND DIVERSITY

We recognise the benefits of a diverse workforce – we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

SPECIAL REQUIREMENTS

If you require any reasonable adjustments to enable you to either apply for this post or to participate in the interview process, please contact jobs@cymoedd.ac.uk



