

Digital Marketing and Media Tutor-Assessor

Contract term: Permanent, full-time

Hours: 37 hours

Location: Hybrid Working

Salary: £26,300 rising to £27,800 per annum pro rata (Grade 6)/Unqualified Assessor – starting salary £25,300 (will increase on completion of qualification).

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do:

We are looking for a creative and passionate individual who will support and empower learners within the workplace in achieving relevant qualifications. The role involves assessing and training learners in our Marketing and Media Qualifications (up to level 4 QCF) and supporting them to complete their Essential Skills, whilst ensuring an excellent learner journey experience.

With vocational experience in the Digital Media sectors, you will deliver workshops and assess learners on the following...

- Use keywords and optimisation
- Use online collaboration tools
- Use project tools to support events
- Communicate using digital marketing/sales channels
- Develop websites
- Create digital content

Although this post is homebased, there will be a requirement for the successful candidate to travel regularly to Cardiff and potentially pan Wales. You will report to the Digital Services Route manager.

You will be given all relevant training for the role. ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Car uplifts (where applicable)
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council

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- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- Deliver and organise training, assessments, workshops and centre based activities to enable learners to achieve all learning outcomes on the ILP (including Essential Skills Wales) whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and ACT.
- Use the Vision system to manage own caseload effectively to ensure accuracy of all data and all ACT and Welsh Government requirements are being met.
- Assess, support and develop learner's literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities.
- Deliver, record and continually update the learning journey paperwork (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience in line with ACT and Welsh Government requirements.
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.

- Ensure all relevant Welsh Government and ACT administrative paperwork is completed accurately and promptly.
- Maintain own CPD by attending sector, awarding body and internal training.
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate. Act as a conduit between employers and ACT ensuring that all business leads are referred to the appropriate ACT nominee. Recruit new learners as agreed with Line Manager.
- Engage effectively with employers to keep them involved in the learner journey and to encourage further starts within the organisation. Also, to promote the whole range of ACT services to facilitate cross selling.
- Ensure learners wellbeing by carrying out our health and safety monitoring and following safeguarding procedures.
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events.
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback.
- Actively carry out and support business development activities to recruit new learners onto the programme.
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.

- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- To adhere to and promote ACT's environmental practices.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display ACT core values at all times.

Person Specification

Have you got what it takes?

	Assessment Method	Essential	Assessment Method	Desirable		
Experience	A	Application/ Interview	Minimum of 3 years' occupational experience within the Marketing and/or Media sector			
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L4 occupational based qualification or equivalent (in Marketing and/or Media Sector)	A	Application/ Certificate Verification	Assessor qualification or Teaching qualification such as PGCE or equivalent
				B	Application/ Certification Verification	Assessor qualification such as TAQA, A1 D32/33 etc. or equivalent
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Ability to develop others			
	C	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence and willingness to travel in Wales.			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=21570-096F3C43-2333-4ED9-919A-DA8D89F8A0A1>

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