

**Internal Verifier & Session Leader**

**Job Description**

This job description includes a guide to the work the Internal Verifier & Session Leader will be involved in and required to undertake. It may be changed from time to time to meet changing circumstances. It is not a Contract of Employment.

**Our Identity:**

We are people who see that everyone is equal in the eyes of God.

Mutual relationships and trust in God are at the heart of our journey together.

We celebrate the unique value of every person and recognise our need of one another.

**Our mission is to:**

Make known the gifts of people of all abilities, revealed through bringing change and hope to disadvantaged neighbourhoods.

Work together towards a more human society which values each and every person.

Build community by encouraging people to treat each other with care, forgiveness and respect.

**A statement about Cre8:**

Cre8 began in 2005 when a group of Churches in Macclesfield met together to work for change in a disadvantaged area of the town. Cre8 is a community of faith, rooted in prayer and trust in God. We seek to be guided by God and by the disadvantaged and weakest people in our society, through whom we see God's presence revealed. Everyone working at Cre8 is encouraged to discover and deepen his or her spiritual life and live it according to his or her particular faith and tradition. People who have no religious affiliation are also welcomed and respected in their freedom of conscience.

Cre8 recognizes it’s ecumenical vocation and it’s mission to work for unity between different faith traditions and churches. Cre8 runs activities which help to build community in the neighborhood and to help people to feel a sense of belonging to their neighborhood. These activities have common characteristics which include:

* Things for the benefit of others
* Learning from each other
* Eating together
* Having fun together
* Working and making a positive contribution
* Celebrating when people do something well
* Encouraging relationships between young and old
* Working actively for things which are good
* Mending relationships damaged by conflict and disagreement
* Building a sense of well-being, happiness and freedom from fear
* Raising self-esteem and self-worth

The activities Cre8 runs are grouped and managed in what we call Projects. These include:

**Off Beat** - including Cre8 Music(drop-ins, lessons, recordings, writing and composing) Bike Shed (repair and maintenance), Bike Rides and a Football project.

**Clubs** – including a Primary Club, a Secondary Club and an over 16’s Club.

**Learning Plus –** one to one alternative education provision during the day.

**RD –** work experience for young people who are not in education or work.

**Residentials –** residential experiences for young people including weekend camps, outdoor activities and week long stays with different communities.

**Cre8 Works –** a social enterprise business employing young people to do grounds maintenance work and tree felling.

**Cre8 Facilities –** a social enterprise business employing young people to do commercial vehicle washing.

**Job Description & Person Specification – Internal Verifier**

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| **Pay:** | Grade 4 Point 13 £22,647 per annum pro rata |
| **Job title:** | Internal Verifier & Session Leader |
| **Hours:** | Approx. 11 hours per week |
| **Term:** | 1st February 2018 – 31st August 2018 (with possibility of extension) |
| **Reporting to:** | Youth Work Supervisor |

**Purpose**

The purpose of the Internal Verifier role is to support the delivery of qualifications throughout Cre8 projects. This includes supporting the development of schemes of work, sampling and standardisation of assessment activities, observing and supporting workers in delivery of qualifications and communicating with awarding bodies.

The Internal Verifier currently supports the delivery of basic qualifications in the following areas:

* Gardening
* Music
* Cooking
* Social Skills
* Learning Skills
* Personal Development Skills

**Responsibilities**

* 1. Verification of assessment activities: verifying activities are appropriate for assessment of learner’s knowledge and abilities.
  2. Quality assurance: ensuring Cre8 adheres to required quality assurance standards required by awarding bodies for the delivery of qualifications.
  3. Development of schemes of work: developing schemes of work to support workers in the delivery of high quality sessions for learners.
  4. Observations and feedback: observations of workers delivery of qualifications and providing feedback to both workers and learners on the delivery of assessment.
  5. Administration and communicating with awarding bodies: keeping records as required by awarding bodies, completing forms and documentation as required and communicating frequently and effectively with awarding bodies to maintain positive working relationships.
  6. Delivering youth work sessions: Including delivering sessions to objectives, ensuring quality learning takes place, maintaining behaviour boundaries and ensuring equality and diversity permeates all activities of the organisation.
  7. Policies and procedures: Ensuring the implementation of policies and procedures in the organisation.
  8. The effective use of resources. Making sure that resources in terms of time, materials and equipment is always used for the benefit of young people.
  9. Safeguarding: adhering to the Cre8 Safeguarding Policy.
  10. Welcoming: making sure that Cre8 is a welcoming place for young people and for anybody who visits the organisation.
  11. Training: take and provide opportunities for training and development where required.
  12. Team meetings: attending and contributing to team meetings, including making sure you are adequately prepared for meetings.
  13. Health & Safety: adhering to health & safety within the working environment.
  14. Report writing: writing reports as required for the role.
  15. Discipline: Taking part in disciplinary and restorative justice meetings and procedures when asked to do so.
  16. Equality and Diversity: Promoting equality and diversity and making sure Cre8 is an inclusive and supportive place to be.

**Person Specification**

**Qualifications**

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| --- | --- | --- | --- |
|  | **The successful candidate should:** | **Essential/ Desirable** | **Tested by\***  **A, I, T** |
| 3.1.1 | Have a good standard of general education, normally to include English and Maths to GCSE levels (or equivalent). | Essential | [A, I ] |
| 3.1.2 | Have recognised qualifications to a minimum of Level 3 in Education | Essential | [A, I] |
| 3.1.3 | Recognised qualification in verification | Desirable | [A, I] |

**Background & Experience**

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| --- | --- | --- | --- |
|  | **The successful candidate should have:** | **Essential/ Desirable** | **Tested by\***  **A, I, P, T** |
| 3.2.1 | Proven experience of working with marginalised young people. | Essential | [A, I ] |
| 3.2.3 | Experience of verifying in an education environment | Essential | [A, I ] |
| 3.2.4 | Experience of working within a team. | Essential | [A, I ] |
| 3.2.5 | Experience of meetings, administration and taking notes | Essential | [A, I ] |

**Knowledge**

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| --- | --- | --- | --- |
|  | **The successful candidate should have demonstrable knowledge of:** | **Essential/ Desirable** | **Tested by\***  **A, I, P, T** |
| 3.3.1 | Office based practices and procedures. | Essential | [A, I] |
| 3.3.2 | Planning and delivering youth work activities. | Essential | [A, I, T] |

**Skills & Competencies**

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|  | **The successful candidate should demonstrate:** | **Essential/ Desirable** | **Tested by\***  **A, I, P, T** |
| 3.4.1 | Effective communications skills at all levels. | Essential | [A, I ] |
| 3.4.2 | IT skills including word processing. | Essential | [A, I,T] |
| 3.4.3 | A proven ability to work constructively as part of a team and on own initiative | Essential | [A, I ] |
| 3.4.4 | A passion for enabling young people to reach their potential | Essential | [ I ] |
| 3.4.5 | An ability to work under pressure | Essential | [ I ] |
| 3.4.6 | A pleasant and efficient manner | Essential | [ I ] |
| 3.4.7 | A reliable, conscientious and professional approach | Essential | [ I ] |
| 3.4.8 | A good attitude to time keeping | Essential | [ I ] |
| 3.4.9 | A clean and smart appearance and a positive outlook | Essential | [ I ] |

**\*A = Application I = Interview T = Test**