



# The Talent Foundry

## Job Description and Person Specification Facilitator (Full time, term time only)

**Title:** Facilitator (Full time, term time only)

**Section:** Facilitation

**Hours:** Full time, term time only

**Reports to:** Operations Director

### Job Description:

#### Main purpose of the job:

- To deliver dynamic, exciting, and innovative workshops to large groups of young people in schools up and down the country (largely focused in England), either virtually or in person.
- To inspire and motivate the young people who take part in our programmes to achieve their best.

#### Specific Responsibilities relating to the role of Freelance Facilitator:

- Plan and prepare the workshops in line with guidelines issued by the relevant Programme Manager and/or Corporate Partner.
- Liaise with the relevant staff member at the school(s) or other locations in advance of the workshop to plan the timings of the workshops, the logistics of the day etc.
- Liaise with volunteers from Corporate Partners who may also attend the workshops to brief them on the plan for the day and what is expected of them.
- Attend the school(s) or deliver via online platform as required to deliver the specific workshop ensuring compliance with relevant procedures including safeguarding.
- Provide support to school staff as necessary.
- Liaise with the relevant Programme Manager to provide feedback from the day.
- Attend training as required.
- Act as an ambassador for both the programme and The Talent Foundry in interactions with all external parties and respond to queries in a timely, polite and effective manner.
- Submit invoices with the relevant receipts in a timely fashion to the relevant Programme Manager ensuring that expenses are agreed in advance and are in line with the principles of 'best value'.

#### Other General Responsibilities:

- Operate as a flexible team player and provide a high level of customer service to schools and anyone connected with The Talent Foundry.

- To be aware of, and comply with, all policies and procedures at The Talent Foundry including health and safety, reporting any concerns to an appropriate person.
- To be aware of, and support, diversity and equal opportunities for all, appreciating and supporting the role of other professionals.
- To contribute to the overall ethos, work and aims of The Talent Foundry.
- To attend and participate in meetings and events as required.
- To participate in training and other learning activities as required.
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of The Talent Foundry programmes.

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Talent Foundry Safeguarding and Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report this in line with the Safeguarding policy.*

#### **Resources:**

- To use Microsoft packages as required to produce correspondence, spreadsheets and reports.

### **Person Specification:**

#### **Knowledge and Experience:**

- **REQUIRED:** Experience of delivering workshops to large groups of young people (aged 11-18) either face to face in schools, or virtually.
- **REQUIRED:** Experience of working in school/educational settings.
- Knowledge of the education sector in the UK.
- Experience of preparing training materials (desirable).
- Excellent IT skills to include Word, Excel, e-mail and the internet.
- Ability to work under pressure and prioritise workload to meet deadlines.
- Experience in dealing with customers both face to face and over the telephone and of providing high levels of customer service.

#### **Attitudes and personal attributes:**

- Be committed to the ethos and values of working for a charity.
- Have excellent oral and written communication skills.
- Able to work on own initiative.
- Be flexible and able to work as part of a team, demonstrating an ability and desire to build good working relationships with the whole team.
- Have a commitment to continuous personal and professional development.
- Respect the need for confidentiality.
- Be responsible, honest and reliable with a good sense of humour.
- Willing to work within organisational procedures and processes and to meet the required standards of the role.

**NAME IN FULL:** .....

**DATE:** .....

**SIGNATURE:** .....