

JOB DESCRIPTION

MERSEYSIDE EXPANDING HORIZONS

JOB TITLE EU PROJECT AND TRAINING COORDINATOR

RESPONSIBLE TO Assistant Chief Executive

SALARY: £25,000

Overall Purpose

Responsible for the development, coordination and delivery of the Erasmus and other EU lifelong learning and skills development programmes within MEH alongside partners/sister organisation. An essential component of the work of the Transnational Programme Management team; contributing to both Erasmus partnerships at a transnational and local level, coordinating and implementing Erasmus projects across the Liverpool City Region and in Ireland, focussing on themes including the social inclusion of people with mental health issues and disabilities, young people, ex-offenders, migrants and refugees, and older people.

The role will involve extensive European travel and also working in satellites across the City Region and in our sister organisation in Ireland.

The postholder must be permitted to work in the UK.

Duties & Responsibilities

- 1) To be responsible for the effective day to day coordination and implementation of MEH's transnational programme of activities, working with colleagues in the Transnational programme team at MEH and with partner organisations
- 2) To build partnerships and collaborate with public, private and voluntary sector/social enterprises to meet the organisational and project objectives of MEH at a local, national and European level.
- 3) Delivery of financial and administrative information and progress reports to Erasmus Lead Partners, Chief Executive and where appropriate funders, periodically as required.
- 4) To work closely with other MEH team including Employment and Enterprise team to support delivery of accredited (Open Awards) and pilot non-accredited new Erasmus training packages and other EU activity including focus groups and other forms of participative consultation. This will be done using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures on programmes including Erasmus and other EU programmes.
- 5) Organise, facilitate and deliver training across EU partnerships including with our sister organisation in Dublin.

- 6) Monitor, evaluate and record Erasmus training, products and results as require alongside MEH colleagues.
- 7) Assess training needs of learners through surveys, interviews, focus groups, and/or consultation with managers, trainers or employment support staff at local and EU partnership level.
- 8) Conduct desk-based research to identify innovative and inspiring practices in relation to Erasmus projects.
- 9) Publicise and disseminate project information and results for Erasmus+ projects and other MEH projects as required.
- 10) Devise programmes to support learners maximise their potential and realise their potential alongside colleagues and partners
- 11) Design, plan, organise and direct orientation and training for peer mentors and staff across the partnership.
- 12) Develop, procure and manage sub-contractors and partners to deliver meet the training and learning needs of participants
- 13) Undertake training and assume the role as internal assessor for Open Awards.

MERSEYSIDE EXPANDING HORIZONS

PERSON SPECIFICATION

EMPLOYMENT/ ENTERPRISE TRAINING COORDINATOR

This person specification is a summary of the factors to be demonstrated by candidates for the post, and is used as an aid to short listing, and as a guide in the selection of the successful candidate.

ESSENTIAL:

Knowledge / Understanding / Experience:

1. Experience and understanding of delivering accredited training in community initiatives, together with demonstrable experience of involvement in the accreditation process and supporting learners through this process
2. Experience of report preparation and briefings in particular reporting to funders and stakeholders
3. Ability to analyse problems and issues and propose solutions.
4. Ability to develop, organise and facilitate a range of training and learning programmes to a range of learners.
5. Knowledge and experience of coordinating skills development programmes with people facing social exclusion.
6. Knowledge and experience of delivering or taking part in EU funded programmes including Erasmus
7. Ability to coordinate and manage partnership projects both on a EU transnational and local level.
8. Understanding of social inclusion issues at local, regional and national levels.

Skills:

9. Ability to communicate effectively and demonstrate good training and coaching skills.
10. Able to coordinate multiple partnership projects on a transnational
11. Ability to work both as a team member and without close supervision as the occasion demands.

12. Able to use desk-based research skills and consultative methods with a variety of research groups.
13. Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
14. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
15. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
16. Understanding the implications of new information for both current and future problem-solving and decision-making.
17. Understanding of accreditation processes and developing training courses to meet learning aims and objectives.

Able to demonstrate a commitment to:

18. Effective partnership working.
19. The promotion of social inclusion through partnership.
20. The principles of sustainability

DESIRABLE

21. Experience of development or management within the voluntary or public sector.
22. Experience of supporting developing and managing projects withing Erasmus or other transnational programmes.
23. Experience as internal invigilator for an accredited centre for learning.
24. Experience of working with a qualification awarding body.
25. Experience of working across different transnational locations
26. Experience of capacity building activities with voluntary / public sector groups.
27. Experience of commercialisation of products

28. Experience of mainstreaming transnational project ideas into regular service delivery.