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**Glasgow Women's Library**

**Job Description: Adult Literacy and Numeracy Tutor and Volunteer Support Worker**

**Hours of work:** 10 hours per week

**Salary:**  £ 6,286 per annum gross; Plus 6% Employer’s Pension Contribution

**Holidays**: 25 days per annum plus 12 public holidays PRO RATA

**Reporting to:** Adult Literacy and Numeracy Development Worker

Main Duties and Responsibilities:

* Facilitating Adult Literacy and Numeracy work, including assessment of service users, development of Individual Learning Plans and delivering one-to-one and group tutoring as required
* With input from the ALN Development Worker, ALN Tutor, and GWL’s Volunteer Co-ordinator, developing, training and supporting a cohort of volunteer tutors to cope with increased demand for GWL’s ALN provision
* Supporting the ALN Development Worker and ALN tutor to further develop Glasgow Women’s Library’s (GWL) ALN project so that it is relevant to, and maximises the opportunities available within, this unique library, archive and museum setting
* Supporting with the effective implementation of monitoring and evaluation systems for the project and the submission of regular monitoring and evaluation reports to funders, GWL Directors, managers and other relevant stakeholders
* Preparing regular written reports on the work as required
* Liaising closely with other Glasgow Women's Library workers
* Attending and contributing to regular team meetings and Staff Support and Supervision sessions
* Undertaking and delivering appropriate training and staff / volunteer development
* Undertaking any other reasonable duties, commensurate with the job title, as may be determined by the Library, and work within its policies and procedures.

**Fixed Term Contract, initially until 31st March 2020**

**Women only need apply as this job is required to be for a person of a particular sex under Schedule 9, Part 1 of the Equality Act 2010**

**CLOSING DATE FOR APPLICATIONS: Monday 29th April 2019 at 5pm.**

**As the shortlisting process will start immediately, no late applications will be accepted.**

**Interviews will take place at Glasgow Women’s Library on Monday 20th May 2019.**

Person Specification: Adult Literacy and Numeracy Tutor and Volunteer Support Worker

The Person Specification is designed to let applicants know what is required in relation to the attributes of a successful candidate. The Person Specification is divided between 'Essential' and 'Desirable' attributes.

In order to convince the selection panel that you should be short-listed for interview, you must be able to show that you meet all the Essential requirements. If you can also meet some or all of the Desirable requirements, then you will have further advanced your case for a successful application.

Please try to structure your own answers on the application form to show the panel how you meet these requirements, especially the Essential ones. If you are called for interview, the panel will ask you questions specifically designed to confirm your ability to meet such requirements.

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| **Skills and Abilities** | **Essential** | **Desirable** |
| Ability to work flexibly including occasional evenings and weekends if required and with ‘outreach’ groups. | √ |  |
| Excellent organisational skills, with the ability to manage a wide range of tasks and meet deadlines | √ |  |
| Ability to think creatively and proactively | √ |  |
| Ability to work as part of a team, to use own initiative and organise own workload | √ |  |
| Excellent communication, presentation and interpersonal skills: written and verbal, working sensitively with a diverse range of women. | √ |  |
| Proficient PC user – word processing, spreadsheets, databases, internet, email and experience of using Social Media to promote learning | √ |  |
| Ability to produce and promote publicity materials |  | √ |
| **Experience** |  |  |
| Experience of direct delivery of Adult Literacy and Numeracy work | √ |  |
| Experience of supporting and developing tutors and/or volunteers | √ |  |
| Experience of supervising staff or team leadership |  | √ |
| Experience of liaising with and working effectively in partnership with other organisations |  | √ |
| Experience of outreach work |  | √ |
| Experience of training |  | √ |
| Experience of the role of information technology in adult learning |  | √ |
| **Knowledge** |  |  |
| Familiarity with the ‘Adult Literacy and Numeracy Curriculum Framework for Scotland’ | √ |  |
| Good understanding of GWL and a strong interest in supporting its Aims, Objectives and Core Values | √ |  |
| A knowledge and understanding of women’s equality and social inclusion issues |  | √ |
| **Training and Qualifications** |  |  |
| A relevant qualification, for example PDA in Supporting Adult Literacies or PDA in Tutoring Adult Literacies |  | √ |
| **Other** |  |  |
| Interest in women’s history and achievements |  | √ |
| Commitment to high standards of learning | √ |  |