

Digital Learning Centre: Candidate Pack



This is a very exciting time for Good Things Foundation. We are working with our Global Technology Partner to deliver a digital learning space in a high street location where everyone can come to get face-to-face digital skills coaching. The digital learning spaces are welcoming and useful spaces for local learners, with a legacy that goes beyond the time that they are open. To support this project, we are recruiting for a number of roles which will be central and critical to its success.

You will be part of a team that delivers a range of different courses and provides one-to-one coaching. You will also be making connections with local organisations and partners so that people continue to access digital skills support and training once the digital learning centre closes.

You will be connecting with local organisations and groups to enable them, us and our partners to develop meaningful relationships that empower local people to develop their digital skills.

Full and paid training on the content you will be delivering will be provided in advance of service delivery (estimated 10-12 days), including training content and the skills needed to deliver the service. In addition, ongoing coaching and support will be given throughout employment to ensure all staff are confident in the role and deliver the service to a high standard and quality. You will potentially be delivering training to groups ranging from between 10 to 100 learners.



Helen Milner,
CEO



This is a very exciting opportunity to be part of our dynamic charity.

We are looking for high performing individuals who will ensure we continue to have significant impact on helping people to improve their lives through technology.

You will join a bright, committed and fast paced team who have a clear focus on supporting excluded people. Good Things Foundation is mission-led and very ambitious, and we're looking for someone to join us who will enjoy helping us to be better, achieve more, and have even greater impact."



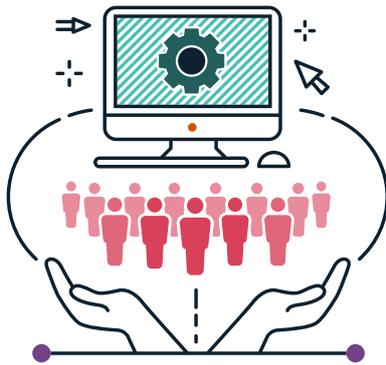
Liz Williams (Chair of the Board), Director of Digital Society, BT Group



Good Things Foundation is an incredibly purposeful organisation, determined to ensure everyone is able to realise the benefits of being society powered by digital. As a staff owned mutual, it's also quite a unique operating environment, powered by people to whom this agenda really matters. If you are looking to bring your skills to make a real difference to people up and down the UK, we'd love to hear from you."



Our impact



We've supported over
2 million people to
gain digital skills since
2010



82%
of the people we
support are socially
excluded



We lead a movement of
5,000 centres and
receive funding from
government, charitable
organisations and
corporate partners

Our behaviours

We are...

Collaborative | Creative | Positive | People focussed | Inquisitive

These behaviours reflect us as an organisation and focus our work inside Good Things Foundation and our relationship with partners.

Coaches

Salary: £25,000 per annum (pro rata).

Delivers 1:1 digital mentoring sessions. Acts as Front of House coordinator on a shared basis to welcome customers to the digital learning centre and ensure operations run smoothly. Coaches deliver our partner's approved training content to groups of customers at set times of the day.

Coach and Partnership Worker

Salary: £27,000 per annum (pro rata).

In addition to your coaching role, our Partnership Worker will set up effective partnerships and projects, engaging positively with the local community. The Partnership Worker element of the role will be for one day per week.

Coach (Coder)

Salary: £27,000 per annum (pro rata).

In addition to your coaching role, as Coding Coach, you will also be required to deliver the coding content of our digital training course. We are looking for our Coding Coach to have experience in coding and to be confident in teaching others.

Team Leaders

Salary: TBC per annum (pro rata).

In addition to coaching, the Team Leaders play a vital role in running a successful learning space. Motivating and inspiring your fellow coaches, being diligent and consistent, you will report on key metrics and ensure the delivery of outstanding coaching for customers. Our Team Leaders will be instrumental in implementing the vision and strategic direction, whilst evolving and developing our provision at a local level.

The learning space location is to be confirmed, however, it is likely that it will be within Liverpool City Centre.

All positions at this location are fixed term for up to six months. There is, however, the possibility of future openings.

Working hours: to be agreed and could be either full or part-time. The learning space opening hours will vary on different days and the scheduling of sessions operates around a four week rolling rota. Your day-to-day working hours will reflect this. The learning space is open Monday to Sunday and will include bank holidays (paid at your normal pay rate), evenings and weekends. You will be expected to work any day Monday to Sunday or a Bank Holiday as part of the rota.

What are we looking for?

- **Digital understanding:** You will be required to demonstrate an understanding of the power of digital to change people's lives. You must be a confident and experienced user of digital, skilled at troubleshooting and getting under the skin of problems.
- **Communication:** You must be a confident communicator with excellent people/interpersonal skills.
- **Presentation skills:** the ability to deliver training to multiple individuals once content training has been provided.
- You must possess strong organisational and time management skills.
- You are required to have a minimum of five GCSEs A* to C including Maths and English (or equivalent qualifications in Maths and English), OR the ability to demonstrate the required level of Maths and English to enable you to perform the role.
- Following full training, all candidates must be confident to teach others in a face-to-face capacity.
- Candidates must also have the ability to travel within the local area as needed.

Further details on the positions and full job descriptions can be found on our website: www.goodthingsfoundation.org/work-for-us

Closing date: 18th September 2019 (midnight)

Assessment day: 16th October 2019 (in Liverpool - location to be confirmed)

Training days: To be confirmed

Estimated start date in post: To be confirmed but likely to be November 2019

Whilst we will minimise as much as possible, candidates should be prepared for a potential gap of unpaid time between training and launch date.

Candidates will need to be flexible around their availability to attend 10 - 12 days' paid training prior to start date in post, and to start in role once the launch date is confirmed.



DO YOU HAVE CHILDREN AGED 6-10?

Do you have children aged 6-10? We have a special program for them...

Sheffield Learning Hub

0114 273 4800

5 YEARS 5

How to apply

Please complete your **Pre-Employment Screening form**, and the **Equality and Diversity Monitoring Form** by 18th September 2019 (midnight).

Further information

For an informal discussion about the role, please contact Kathryn Bower (Recruitment Manager) on recruitment@goodthingsfoundation.org

Our website : www.goodthingsfoundation.org

Safeguarding Statement and Pre-Employment Checks

Here at Good Things Foundation, we work with vulnerable adults and are fully committed to ensuring their safeguarding and welfare at all times, in line with our Safeguarding Policy and Procedures. All of our employees, contractors and volunteers will be expected to comply with the policy and procedures. Upon a conditional offer of appointment being made, all employees will also be required to satisfy our pre-employment screening process which for this position, will include:

- An identity check (photo ID)
- Receipt of two satisfactory references
- Documentary evidence of right to work in the UK
- A satisfactory Enhanced Disclosure and Barring Service (DBS) check

Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.

