

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Back on Track Education Officer
<b>RESPONSIBLE TO</b>	Back on Track Co-ordinator
<b>DATE</b>	July 2013
<b>OVERALL OBJECTIVES</b>	To plan, deliver and assess Back on Track programmes and other such projects involving young people aged 14-25, in Foundation of Light Outreach Centres
<b>MAIN RESPONSIBILITIES</b>	<p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for the planning, delivery and assessment of Back on Track programmes, which include accredited and non-accredited learning.</li> <li>• Work in collaboration with Springboard and other agencies to identify suitable clients for the programme and carry out recruitment activities.</li> <li>• Ensure all relevant paperwork is completed accurately and on time and submitted to the appropriate bodies.</li> <li>• Support young people and adults in collecting evidence for accreditation by building portfolios.</li> <li>• Signpost young people and adults onto other services as appropriate.</li> <li>• Build networks with like-minded agencies.</li> <li>• Assist in the organisation and delivery of celebration events.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Work within the established administrative and financial systems to ensure smooth running/quality of projects.</li> <li>• Contribute to the processes of forward planning, monitoring and evaluation.</li> <li>• Develop working practices in line with Foundation of Light equal opportunities and child protection policies.</li> <li>• Be aware of, adhere to, and assist with the development of health and safety practices.</li> <li>• Maintain the highest levels of professionalism and confidentiality</li> <li>• Work closely with other staff to meet Raising Standards targets as per the development plan.</li> <li>• Meet regularly with Back on Track Co-ordinator to update delivery progress</li> <li>• Work closely with other staff to meet targets.</li> </ul> <p><b>Development</b></p> <ul style="list-style-type: none"> <li>• Identify PR opportunities and case studies.</li> <li>• Keep up to date with current policies and practices.</li> <li>• Keep Development Plans up-to-date</li> <li>• Identify sales opportunities</li> </ul>
<p><i>You may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.</i></p>	

<b>TECHNICAL SKILLS AND KNOWLEDGE</b>	Educational / teaching qualification Knowledge of current relevant legislation Project development ICT expertise Driving License Basic First Aid
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**Acceptance of the job description by the Employee:**

**Signed** .....

**Print Name** .....

**Dated** .....