



co-operative
college

Candidate Pack

EDUCATION PRACTITIONER



WELCOME

Here at the Co-operative College, we have always done things differently. Born over 100 years ago out of a need for radical education that fights for social justice, our mission hasn't changed.

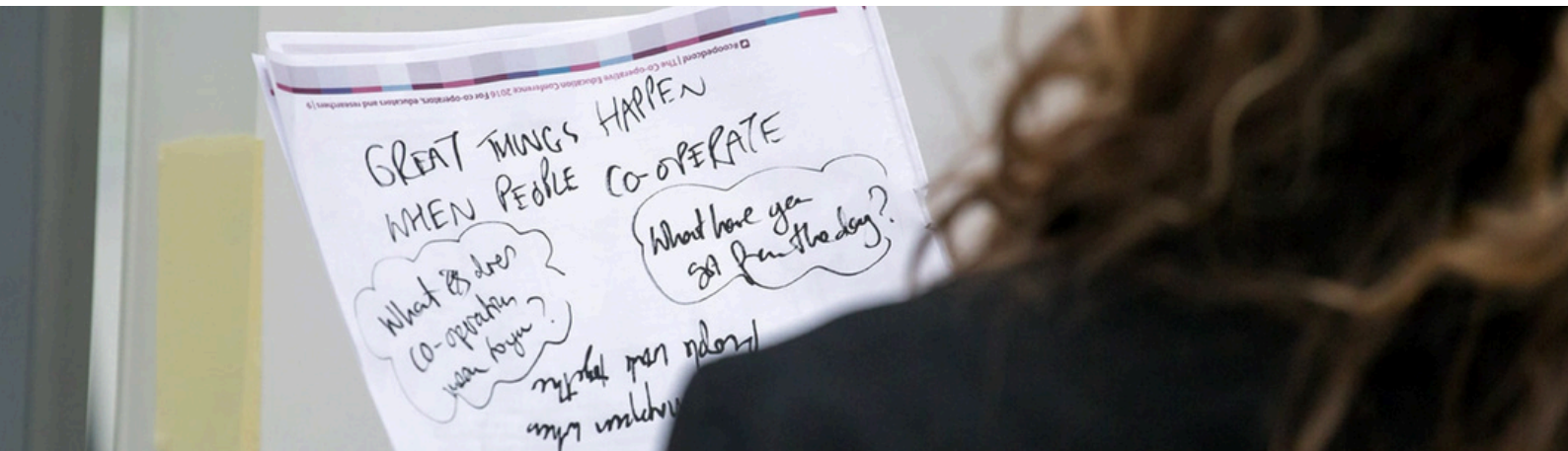
We are an educational charity with big plans to make the world a more co-operative place - one where we all work together to put learning at the heart of our workplaces and communities, both in the UK and abroad.

We invite you to join us on our journey, underpinned by the co-operative values and principles, where we'll inspire the co-operators of the future, support the development of co-operators and co-operatives, and create a fairer tomorrow.

Up for the challenge? Keep reading.



ABOUT US



"Education is desirable for all mankind, it is the life's necessity for co-operators."

Professor Stuart, Gloucester
Co-operative Congress,
1879

Established in 1919 by the co-operative movement, the Co-operative College's core aim was to extend the provision of education to co-operators. The focus was on learning how to run successful co-operative enterprises and how to behave ethically as a co-operator.

Over the last 100+ years, we have established our reputation globally, developing into a centre of excellence for training and learning,

We are a remote working organisation, with staff based throughout the UK, and we maintain an office in Holyoake House, within the co-operative heart of Manchester.

OUR WORK



CO-OPERATIVE LEARNING:

Building inclusive, inviting and engaging learning spaces and environments, where there's a clear culture of learning from each other and working co-operatively.

Our training with UK-based and international co-operatives helps to empower individuals and enhances the strength of the movement, We also work closely with other educational institutions towards the aim of putting co-operatives on the curriculum

INTERNATIONAL CO-OPERATIVE DEVELOPMENT:

Facilitating impactful co-operative development projects in communities across the world.

YOUTH EMPOWERMENT:

Empowering young people through co-operation to create a positive change and tackle inequalities within their communities.

NETWORKS OF KNOWLEDGE:

Tapping into the talent, experience, knowledge and passion of our workforce and communities to work and develop together.

We founded the Global Co-op College Network (GCCN), a gathering of co-operative colleges from across the globe, that meets to share best practice and exchange knowledge, skills and experiences across different contexts and cultures.

OUR VALUES

Our values reflect what we are, how we do things, and where we want to be. They are also the values shared by the global co-operative movement, made up of over one billion people.



SELF-HELP

We help each other and ourselves, joining together to make a difference.



SELF-RESPONSIBILITY

All of us doing our bit to make the College a success, taking pride in our work and stepping up to support all our activities.



DEMOCRACY

Like all co-operatives, our members have a real say in how we are run. Voting power can't be bought. One member - one vote.



EQUALITY

Equal rights. Equal benefits. For everyone.



EQUITY

We are committed to fairness. No ifs, no buts.



SOLIDARITY

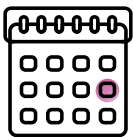
Together we are stronger; working co-operatively with like minded people and organisations to achieve more.

WHY US?



SALARY

A competitive salary that fairly recognises your experience and potential.



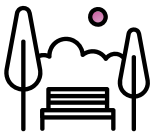
TIME OFF

25 days plus bank holidays (pro-rata equivalent), rising to 30 days after five years service.



REMOTE WORKING

Wave goodbye to the stress of the daily commute, and say 'hello' to collaborative working practices, regular get togethers and a supportive team that makes 'remote' feel like 'together'.



LONG WEEKENDS AS STANDARD

The entire organisation operates on a four-day working week (Monday to Thursday) with TOIL provided when you're required to work outside of this pattern.



LIFE FRIENDLY

Generous maternity, paternity and adoption schemes, and time off for life's emergencies help provide peace of mind, whatever your circumstances.



SAVE FOR THE FUTURE

A flexible pension scheme, run by Royal London, with generous employer contributions of up to 6%.



GROW WITH US

Education is core to what we do, which is why we offer to support all staff in their development.



WELLBEING

We offer a range of further benefits including access to an Employee Assistance Programme and comprehensive life assurance.

ROLE SPECIFICATION

Job Title:

Education Practitioner

Salary:

Up to £26,240 pro rata (based on 28 hours)

This is equivalent to a full-time salary of up to £32,800

Contracted hours:

28 hours per week (0.8 FTE)

Working pattern:

Monday to Thursday with occasional evening, Fridays and weekends when required

Term:

Fixed term until 31 July 2026

Location:

Home based with regular travel to Manchester and some additional travel across the UK and abroad

Responsible to:

Lead Education Practitioner

Main purpose of job role

We are seeking a motivated person who is passionate about education for social justice to design, plan and deliver courses and workshops on various subjects related to co-operative leadership, education and working practices.

To design, plan, deliver and assess high quality learning using a range of teaching and assessment methods, in line with the College strategic and curriculum plans, at all education levels. The delivery of classes and learning activities will be online, face to face or blended. There is a strong emphasis on values-based education which is created and facilitated through co-operative teaching and learning approaches.

Additional Information:

The Co-operative College is a progressive, social justice organisation with a global remit. Driven by a passion for co-operation, the College is committed to developing and delivering a distinctive, impactful, sustainable and relevant learning offer to the co-operative movement and its associates globally.

Co-operative education includes co-operative and collaborative learning as well as education about and for co-operatives and similar organisations. In its practice the College seeks to demonstrate a commitment to equality, creativity, openness, inclusive design and skills sharing in all aspects of its internal and external structures, processes, outputs, relationships and ways of working. As a learning organisation, all colleagues are open to reflective practice and to adapting as we learn.

KEY TASKS AND RESPONSIBILITIES

- Develop, plan, deliver, assess and evaluate face to face, online and blended courses to a high standard in accordance with College and, where applicable, awarding body and/or funder, standards and requirements.
- Design and develop high quality learning materials, including digital and online resources which engage and motivate students.
- Contribute to the development of the College curriculum plan.
- To liaise with colleagues across the College to support the delivery of the curriculum plan.
- To champion co-production and inclusion in developing and delivering the College curriculum.
- To participate in pedagogical research and project development as required.
- Take part in quality improvement activities, as required by the College.
- Build strong working relationships with internal and external stakeholders.
- To attend meetings and working groups, both within College and externally, as appropriate.
- To ensure timely completion of all documentation required in association with teaching, learning and assessment and College expectations.
- To carry out administrative duties as necessary, including reporting on student attendance.
- To undertake additional tasks commensurate with the role, including provision cover for colleagues during periods of absence.

Additional Responsibilities

- To uphold personal standards and integrity appropriate to the role.
- To participate in the College's Staff Professional Development Review.
- To seek ongoing enhancement of own area of responsibility including continuous reflection on impact and a willingness to engage in CPD.
- To comply with College financial regulations, health and safety at work and HR/people policies and procedures.
- To comply with and maintain the College's quality assurance systems.
- To comply with the College equal opportunities policies and procedures.
- To maintain a flexible and team working approach and perform such other duties as may be required.

PERSON SPECIFICATION

All post holders (throughout the College) should:

- Empathise with the ideals, values and principles of the global co-operative movement and their application
- Be visionary, inclusive and passionate about co-operative education, understanding its transformational nature for the individual, organisations and society
- Recognise co-operative learning as a major contribution to lifelong learning
- Be self-organised, self-responsible, digitally literate, reflective and strong communicators
- Wish to work creatively as part of a progressive and collaborative team committed to quality outputs and delivering a distinctive co-operative learning and leadership offer to co-operators and likeminded organisations and individuals, globally.

Attributes	Essential Criteria	Desirable Criteria
Education and training	<p>Teaching qualification of Level 3 Award in Education and Training or equivalent.</p> <p>GCSE A*-C/9-4 or Scottish National 5 A-C in maths and English, or equivalent</p> <p>Evidence of ongoing CPD at a range of levels</p>	<p>Certificate in Education/PGCE/ PGDipE or equivalent teaching qualification.</p>
Relevant Experience	<p>Experience in teaching, learning and assessment in adult community education, work placed learning, further education and/or higher education settings.</p>	<p>Knowledge and/or experience of the co-operative movement.</p>

Attributes	Essential Criteria	Desirable Criteria
	<p>Experience of effective teaching and assessment using online platforms as part of online or blended delivery.</p> <p>Practical experience of facilitating learning through co-production and participatory teaching and learning approaches.</p>	<p>Experience of working in a values-based organisation.</p>
<p>Relevant abilities, skills and knowledge</p>	<p>Knowledge of adult education and co-operative education pedagogies.</p> <p>Ability to create relevant, accessible and inclusive learning materials for both face-to-face and online delivery.</p> <p>An understanding of the importance of safeguarding and commitment to creating a safe learning environment at the College.</p> <p>High level of commitment to the promotion of diversity and inclusion.</p> <p>Effective use of IT and new technologies to enhance learning experiences.</p>	<p>Knowledge of co-operative leadership and governance.</p> <p>Knowledge of social and solidarity economy organisations.</p>

Attributes**Essential Criteria****Desirable Criteria**

Excellent interpersonal and communication skills, using a range of media.

Strong partnership working and ability to work effectively within a team.

Excellent planning and organisational skills.

Ability to inspire, motivate and encourage students.

Ability to prioritise a varied workload to deadlines.

Special requirements

Curiosity and enthusiasm for working co-productively.

A commitment to valuing students; distinct experiences and providing support to ensure openness, inclusivity and accessibility.

Willingness to work flexibly to meet the demands of the curriculum plan and client needs, including evening and weekend work, and travel in the UK and abroad

HOW TO APPLY

Think you could be the right person for the job? We want to hear from you!

Apply via our website:

www.co-op.ac.uk/careers

Closing date for applications - 12 noon, Monday 21 October 2024

Assessment day for shortlisted candidates (online) - Monday 4 November 2024

Final interviews (online) - Thursday 7 November 2024

Any Questions?

Any additional queries about the role can be sent to recruitment@co-op.ac.uk

