**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

 **Coventry**

 **CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Digital Skills Tutor |
| **Reporting to:** | Immersive Producer |
| **Responsible for:** | N/A |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To create, plan and deliver high quality accredited formal and informal digital training programmes, projects and products. The digital skills tutor is required to have a broad range of experience to support skills development programmes and workshops for a wide range of people (Neuro-diverse people, young people with behavioural challenges). Activities can include in person-delivery of multimedia workshops (Unity, Blender, Procreate, Spark AR) for small groups to performing demos to camera for online delivery.

**MAIN DUTIES OF THE ROLE**

1. To support the development of and deliver a vocational programme enabling young people to gain digital skills for employment in the creative sector
2. To create and present digital e-learning content and support others to do the same
3. To liaise with teachers, colleges and community organisations to plan, organise, deliver and assess accredited training programmes to meet specific requirements of the learner.
4. To maintain and develop online learning platforms and products
5. To be guided by the internal quality assurance processes and support external moderation visits
6. To work to frameworks to enable the organisation of this area of work, maintaining appropriate records that can be used for future planning and development.
7. To work with relevant departments to identify appropriate learning opportunities for formal and informal learning programming.
8. To represent the service through meetings, and presentations.
9. Supervise students, trainees, volunteers, helpers and work experience placements as appropriate.

**Operational/ Strategic Planning**

1. To undertake training to ensure a best practice delivery of a quality service.

**Health and Safety**

1. To always adhere to appropriate Health & Safety practice in all areas and undertake reasonable care for own Health & Safety and other persons in the working environment appropriate to public events and working at height.
2. Work at all times within CV Life’s guidelines and policies that protect both the collection and building.

**Diversity and Equal Opportunities**

1. To value and respect your colleagues, clients, and visitors regardless of their background.
2. To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To support the Company’s commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To take care of their own health and safety and that of others who may be affected by their actions at work, and to co-operate with health and safety matters to help everyone meet their legal requirements.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created: Aug 25**

**Date Reviewed: Aug 25**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Able to communicate effectively with young people.
* Highly organised with good planning skills.
* Ability to empathise and support people with barriers to engagement.
* Ability to move efficiently from one task to another.
* Ability to prioritise workload.
* Proactive problem-solver.
* Work effectively in time pressured situations.

**Essential Knowledge and Experience**

* Demonstrate experience teaching training programmes in digital media.
* An understanding of the learning needs of young people and the ability to respond to specific learning needs using a range of differentiation techniques when working with mixed ability groups.
* An ability to enthuse and inspire learners of all ages, capabilities and backgrounds, within a variety of contexts (i.e. online, in person).
* A proven ability to achieve learning objectives set by awarding bodies.

**Essential Special Skills**

* Experience or knowledge of working with learners with a range of competencies.
* Knowledge of evaluation frameworks and experience of implementing creative evaluative processes.
* An ability to build and work with a wide range of partners.
* Qualified Arts Award Advisor to Bronze/Silver level, or a willingness to achieve this.
* An understanding of the importance of equal opportunities and its relevance to this post and the delivery services to professional and community clients.
* A willingness and ability to work occasional weekends and evenings.

**Special Circumstances**

* Ability to consult with young people in engaging and creative ways to facilitate co-produced programmes of activity.
* An understanding of the current education sector landscape and the role the Trust can play in providing high quality learning experiences.
* DBS Required.