

Role Description: Tutor, North Wales (Freelance)

REPORTS TO: Regional Lead/ (Clean Slate Director)	LOCATION: North Wales
<p>1. VISION AND MISSION</p> <p>Our Vision is a world where people can provide for themselves and their family, where society addresses everyone's needs, provides fair opportunity for all where it does not cost more to be poor, and a level playing field means anyone willing and able can access employment.</p> <p>Our Mission is to do everything possible to enable people to improve their financial wellbeing; through managing their money well, finding work and accessing every facility to help them do so.</p> <p>Clean Slate, in partnership with <i>Quids in!</i>, is re re-writing the rulebook on helping low income households to become better off. We are proudly different by:</p> <ul style="list-style-type: none"> • Telling claimants, tenants and low income earners what's really going on, what to be cautious about and what opportunities exist • Recognising people's abilities to help themselves and each other • Valuing people as vital to how we engage more people like them and we activate people as community activists by making them central within our enterprise • Focusing on the present and the future, not the past, and respect people's need for something personalised and of practical benefit to them now and into the future • Being motivated by social justice, tackling poverty and inequality and giving people a voice • Making sustainability, independence and the trust of communities core to our work, alongside ethics and making a real difference 	
<p>2. MAIN PURPOSE OF ROLE</p> <ol style="list-style-type: none"> 1. To support the Regional Lead in the development of Clean Slate's programme to improve local communities financial wellbeing 2. To deliver Clean Slate's established training and support programmes, as required 	
<p>3. KEY RESPONSIBILITIES</p> <p>Key duties and responsibilities</p> <ol style="list-style-type: none"> 1. Work with the Regional Lead on the administration of training and support programmes 2. Deliver Clean Slate training programmes, (eg, <i>3 Bs Money Skills Events</i>© and <i>7 Signs Employability Training</i>©), following a pre-determined Session Plan and utilising branded resources 3. Work at all times towards specified outcomes and training objectives 4. Make participants feel welcome, engaged and valued, and facilitate their interaction and positive exploration of new attitudes, habits and behaviours 5. Ensure participants complete any benchmarking, action planning and progression recording tools 6. Ensure all participants leave with a clear plan of action 7. See that evaluation processes are completed by all attendees 	

8. 'Red Flag' urgent presenting issues, including safeguarding issues, to the Regional Lead for possible follow up support and signpost attendees to specialist and generic support agencies as appropriate
9. To provide monitoring information as required by the service.
10. Positively promote the service to external agencies and relevant statutory bodies
11. Stay abreast of developments in best practice, legislative and other changes, and integrate them into day-to-day work

General

12. Refer any concerns or problems to the Regional Lead or Clean Slate Director
13. At all times adhere to Clean Slate policies and procedures, with specific reference to:
 - a. Confidentiality
 - b. Data Protection
 - c. Equal Opportunities and Diversity
 - d. Health and Safety
 - e. Quality Assurance
 - f. Safeguarding
 - g. Lone Working
14. At all times adhere to contract requirements, relevant legislation, good practice.
15. Attend meetings relevant to the delivery of training
16. To participate in regular supervision and support
17. Maintain records to enable Clean Slate to complete returns required by partners
18. Maintain good relations with customers and colleagues
19. Any other duties commensurate with this role

4. PERSONAL SPECIFICATIONS

Welsh speaking	Essential
Able to drive, with own transport, and willingness to travel	Essential
Experience of working with people who are socially excluded	Very desirable
Reliable and committed to Clean Slate's Vision and Mission	Essential
Understanding of discrimination, equality and diversity issues, including those not set out in law such as how the 'poverty premium' works	Very desirable
Minimum 100 hours experience delivering training or support to people from disadvantaged communities and/or diverse cultures	Desirable
Able to follow/ implement quality assurance, evaluation and monitoring processes	Essential
Able to plan and manage your time so that you are properly prepared to deliver the course, deal with any issues that arise on the day and manage the course timings effectively	Essential
Knowledge of a range of teaching and facilitation methods to ensure participants engage, and/ or willingness to learn	Essential
Effective verbal and written communication skills and a commitment to working in a professional manner to resolve problems and achieve tasks.	Essential
A commitment to keeping your skills and knowledge current	Essential
Access to and ability to use internet, email and all appropriate IT and tech facilities	Essential
Knowledge of benefits/ welfare system, and support agencies to signpost to	Very desirable
Experience of empowering service users and promoting independence	Desirable
Excellent communication skills – written and verbal	Essential
Initiative to work on own or as part of a team, leading groups or interacting one-to-one	Essential