



Digital Media & Marketing Assessor

Contract term: Permanent

Hours: 37 hours per week

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships, Higher Apprenticeships and schools across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do

We are looking for a creative and passionate individual who will support and empower learners within the workplace in achieving relevant qualifications. The role involves assessing and training learners in our Media Qualifications and supporting them to complete their Essential Skills, whilst ensuring an excellent learner journey experience.

With vocational experience in the Digital Media sectors, you will support learners to...

- Use keywords and optimisation
- Use online collaboration tools
- Use project tools to support events
- Communicate using digital marketing/sales channels
- Develop websites
- Create digital content

You will be responsible for a caseload of learners across Wales, therefore must be able to travel. You will report to the Business and Digital Route Manager.

You will be given all relevant training for the role.

What we offer

- Salary: £24,500 per annum rising to £26,000 per annum
- Generous holiday package
- Contributory pension scheme
- Healthcare scheme
- Excellent employee benefits
- Car uplift equating to £1,800 per annum
- Starting Total Reward Package, up to, £28,000 per annum

What you are responsible for

- Deliver and organise training, assessments, workshops and centre based activities using a range of digital tools to enable learners to achieve all learning outcomes on the ILP, including Essential Skills Wales.
- Meet all requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework, the Professional Standards and **ACT**.
- Use systems in place to effectively manage caseload.
- Assess, support and develop learner's literacy, numeracy, ICT, digital and employability skills; knowledge of sustainable development and global citizenship, Equality and Diversity, Welsh Language & Culture and Well-being through delivery of qualifications and enrichment activities.
- Ensure learners well-being by carrying out health and safety monitoring and following safeguarding procedures.
- Deliver, record and continually update the learning journey (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience and engagement with employer.
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process.
- Develop links with employers to promote new business as appropriate. Act as a conduit between employers, **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee. Recruit new learners as agreed with Line Manager.
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- Contribute towards development of curriculum, insight days and strategic plans.
- Maintain own CPD and skills by attending sector, awarding body and internal training.
- Communicate effectively and work with the team and management.
- Take part in, support and carry out actions from quality processes
- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

Personal and other duties and responsibilities

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- Act as a role model for fair, courteous and respectful behaviours.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ACT** core values at all times.

All employees have a responsibility for ensuring they undertake their duties in full accordance with the company policies and procedures.

Person Specification

What we are looking for:

		Assessment Method	Essential	Assessment Method		Desirable
Experience	A	Application/ Interview	Minimum of 3 years' occupational experience within the Marketing and Media sector			
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L3 occupational based qualification or equivalent (in Marketing and Media Sector)	A	Application/ Certificate Verification	Assessor qualification or Teaching qualification such as PGCE or equivalent
				B	Application/ Certification Verification	Assessor qualification such as D32/33 etc. or equivalent
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Ability to develop others			
	C	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence and willingness to travel in Wales.			



Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=17788-097FFE88-434F-4987-B9C2-56EC4623AE2A>