

	Role Profile
Job Title	Progress Adult Education Programme Lead

Salary range	Spinal point – 41, £34,635 FTE
Contract	Permanent
Main location	Sutton-in-Ashfield & travel to Portland College and multiple delivery sites across Nottinghamshire
Hours and basis	37.5 per week
Reports to	Employment Projects Manager
Date of issue	June 2025

Why Portland College needs this role

Portland College is an Ofsted Outstanding, vibrant national college for people with a wide range of disabilities and associated learning difficulties. As part of the College's strategic plan we have ambitions to become a Centre of Excellence for Health and Well-being for disabled people. We have strong expertise in delivering inclusive and mainstream programmes on main campus and out in the community where we strive to develop every learner's unimagined potential with a personalised study programme.

We are looking for a committed candidate to lead our innovative Progress adult education funded programme for learners to bridge the gap between the end of further education programmes and entry into the workplace. This programme has been running for over 5 years and whilst the education element will be delivered by a partner provider, we need a Programme lead to identify, enrol and support cohorts of learners through an individualised programme to help increase confidence, skills and experience to move further towards employment.

What you will be doing

The Progress Programme Lead will have responsibility for operational delivery

- Leading on the project management of the programme from start to finish, including meeting all set objectives, ensuring a positive reputation of Portland Charity throughout.
- Develop strong relationships with programme delivery partner(s).
- Build relationships with partner(s) to promote and expand the Progress programme.
- Conduct effective promotional activities with local colleges to ensure applications onto the programme.
- Working with Portland Charity Learning & Teaching staff to ensure sufficient Learning Support Assistant (LSA) support for programme delivery.
- Provide holistic support to learners and groups accessing the provision.
- Support delivery staff to monitor and record progress against individual targets as required.
- Support learners on Internal / External work experience.
- Manage the programme budget, reporting to the Employment Projects Manager.
- Working with our Quality Team to undertake Quality Improvement Plans

Key results we want to see from this role

- Safe and effective delivery of a wide range of activities at various locations
- Learners achieve their planned outcomes, goals and aspirations
- Learner attendance at all aspects of their study programme, including work experience and enrichment meets targets
- Minimum cohort completion rates are met
- Timely and accurate monitoring of learner progress written to an expected professional standard
- Development of strong partnerships with delivery partners, schools and colleges



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Dimensions of the role

- Responsible for the successful delivery of Portland Progress, meeting all set objectives.
- Working relevant hours to support business needs but generally Monday – Friday 09:00 – 16:30 with a 30-minute break
- The role will be based in Sutton-in-Ashfield but you are likely required to support the learner(s) off site at the delivery sites and on work experience as necessary

Key work relationships

- Delivery and support staff
- Further Education Managers, including LSA coordinators and Transitions Manager.
- Marketing & Fundraising Team, external delivery partners, schools and colleges.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.