YMCA DERBYSHIRE

Programme Tutor for Practical Work Skills

Be part of something that changes lives - including yours

YMCA DERBYSHIRE

Job Description

Key Details

Salary: £27,031.78- £27,526.60 (PRO RATA)
Hours: Part time – 28 hours per week
Location: Green Hub (Derby City) and Ilkeston centres

For an informal chat please contact: Gary Lambert Head of training and education on 07525 984375

The Role In A Nutshell

As a Vocational Skills Tutor at YMCA Derbyshire Key College, you'll help young people aged 16–19 build practical skills, gain qualifications and grow in confidence. Many of our learners have faced barriers to education. You'll help them re-engage by making learning hands-on, relevant and connected to what they want to do next.

You'll plan and deliver accredited vocational training, adapt sessions to meet learners' needs and work with each learner to set goals and review their progress. You'll assess their work, keep accurate records and work with colleagues to make sure learners receive the support they need to succeed.

The role is based in Derby city & Ilkeston, with some delivery at other YMCA Derbyshire centres as needed. You'll help learners recognise what they're capable of and support them to take their next step into further education, training or employment.

A key part of the role is helping young people develop the practical skills and habits they'll need at work. You'll plan hands-on tasks that give learners the chance to follow instructions, use resources safely, work with others and complete a task to an agreed standard. You'll also help them build everyday workplace habits such as arriving on time, coming prepared and taking responsibility for their work.

You'll demonstrate tasks, give learners time to practise and use feedback to help them become more confident and independent. By linking activities to real workplace

expectations, you'll help learners understand how the skills they develop at Key College can transfer to a work placement, further training or employment.

What You'll Be Doing

- Plan and deliver practical vocational programmes linked to **horticulture, construction and digital skills**, helping young people build confidence and work towards accredited qualifications.
- Bring learning to life through hands-on activities, such as growing and caring for plants, completing simple construction tasks and using digital tools to carry out everyday workplace tasks.
- Demonstrate practical techniques and coach learners to follow instructions, use tools and equipment safely and complete work to an agreed standard.
- Help learners develop workplace habits such as punctuality, teamwork and taking responsibility for their work.
- Set individual targets, review progress and give feedback that helps learners become more confident and independent.
- Assess learners' work, keep accurate records and work with colleagues and partners to support progression into further education, training or employment.

What Success Looks Like

- Learners engage in practical sessions across horticulture, construction and digital skills. Over time, they complete tasks safely, to an agreed standard and with greater independence.
- Learners make measurable progress against their individual learning targets, complete assessments on time and achieve their vocational qualifications.
- Learners develop the confidence and workplace habits they need to take their next step into further education, training or employment.
- Teaching is well planned and adapted to learners' needs, including those who have previously struggled to engage in education.
- Learner records are accurate and up to date, and assessment evidence is submitted on time for internal quality assurance and meets awarding organisation requirements.
- Learners move into paid employment or futher education upon completion of their programme.

Knowledge & Qualifications

Essential

- Level 4 Certificate in Education and Training (CET) or equivalent teaching qualification, or willingness to work towards it.

- GCSEs 4 in English and maths.

- Strong practical skills and knowledge in at least one of the following areas: -**horticulture, construction or IT and digital skills**, backed by a relevant vocational qualification or industry experience.

- Willingness to develop your skills and knowledge in the other vocational areas and deliver sessions across all three areas as the programme requires.

- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook, and confidence using databases.

- A good understanding of the barriers young people can face when engaging in education and training.

Desirable

- A formal qualification in construction or horticulture.
- A level English and A level maths.
- Knowledge of confidentiality and data protection requirements.

Skills

Essential

- Ability to plan and deliver engaging vocational sessions and adapt teaching and resources to meet individual learning needs.
- Ability to build positive relationships with young people aged 16–19, including those who have disengaged from education.
- Ability to assess learner work, give clear feedback and set individual targets that help learners progress.
- Strong communication skills and the ability to work effectively with learners, colleagues, families and work placement providers.
- Ability to manage groups confidently and create a safe, inclusive learning environment.
- Strong organisational skills, with the ability to keep accurate records, meet deadlines and work independently or as part of a team.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook, and confidence using databases.

Desirable

- Ability to deliver and assess accredited NCFE Practical Work skills qualifications at level 1 and Entry 3
- Ability to link classroom learning to work placement activities and use feedback from placement providers to support learner progress.

Experience

Essential

- Experience planning and delivering accredited training programmes, including practical group sessions.

- Experience applying practical skills in at least one of the following areas through industry, teaching or training: **horticulture, construction, or IT and digital skills**.
- Experience working with young people aged 16–19, including those who have faced barriers to education or become disengaged from learning.
- Experience creating and adapting practical learning activities and resources to meet different learner needs.
- Experience setting individual learning targets, reviewing progress and giving feedback that helps learners improve.
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- Experience coaching and supporting young people to achieve qualifications or progress into further education, training or employment.

Desirable

- Experience planning and delivering accredited training programmes, including practical group sessions.
- Experience applying practical skills in at least one of the following areas through industry, teaching or training: **horticulture, construction, or IT and digital skills**.
- Experience working with young people aged 16–19, including those who have faced barriers to education or become disengaged from learning.
- Experience creating and adapting practical learning activities and resources to meet different learner needs.
- Experience setting individual learning targets, reviewing progress and giving feedback that helps learners improve.
- Experience coaching and supporting young people to achieve qualifications or progress into further education, training or employment.



Terms & Conditions

What You'll Get	The Formal Bits
• 33 days holiday pro rata (including Bank Holidays)	• 28 hours per week, including some evenings

• Pension auto-enrolment after 3 months • A role where your work genuinely changes lives • Supportive team and meaningful work every single day • People celebration event each year. (Celebrating our Peoples Achievements) • Recognition initiatives such as employee of the year and star of the quarter • Met Life EAP for you and online doctor for you and your family. • Life Assurance 2 times your annual salary • Christmas/ Easter and Quarterly Treats • Your Birthday off every year • Long Service rewards • Training and Development • Wellbeing initiatives • Subsidised Costco card	• Subject to two-year employment references, Enhanced DBS, and 3-month probation • Required to work within YMCA Derbyshire policies and procedures • Committed to equality, diversity, and inclusion in all we do

About YMCA Derbyshire (Why This Role Matters)

This is an exciting opportunity for you to join YMCA Derbyshire, a vibrant local charity that focuses on the following key areas of work:

- **Housing -** We provide over 200 bed spaces for individuals to support people to rebuild their lives we do this by creating a safe, stable environment where they can learn, grow and realise their potential, regardless of their past or present circumstances. Alongside this we provide affordable housing for young people.

- **Family and Youth Work -** We provide high-quality early years childcare and education services through our nurseries, before and after school clubs, holiday clubs and in schools education services. Family Support and Youth Work services are also available through our Community Hubs.

- **Support, Advice, Health, Wellbeing** – We offer a wide range of community services, including youth programmes, mental health support, horticultural activities, poverty relief through food provision, community pantries, and access to warm, welcoming spaces.

- **Training and Education -** Through YMCA Key College, we offer vocational training, work experience and employment pathways for young people who find mainstream education challenging. We also offer a range of bespoke employability programmes.

Everyone should have a fair chance to discover who they are and what they can become.

Our Vision
Enabling young people and communities to thrive — to fulfil dreams, belong, grow, and prosper.

Our Mission
To develop the whole person: body, mind, and spirit.

Our Values (1 Corinthians 13:4–7)
Protect | Trust | Hope | Persevere
Together, we create places where people flourish.

Equality and Diversity Statement

YMCA Derbyshire is committed to promoting equality and diversity in all aspects of its operations. We value and embrace individual differences and believe that everyone should be treated with respect and dignity. We welcome people from all backgrounds, irrespective of age, disability, gender, race, religion, sexual orientation, or any other characteristic.

Safeguarding Matters Here

Safeguarding is central to everything we do. We're looking for someone who shares that commitment and puts the wellbeing of young people first, always.

Ready to Apply?

If you want a housing role that's about more than properties — it's about people — we'd love to hear from you.

Apply online at www.ymcaderbyshire.org.uk