

# Learning Resources Coordinator

School:	Wiltshire College and University Centre	Posted:	11th October 2019
Location:	Trowbridge, Wiltshire	Expires:	21st October 2019 12:05 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£9,764 per annum	Job ID:	1070490
Hours:	Part Time		



Wiltshire College and University Centre

**Part Time, 15 hours p/week, £9,764 per annum (£24,086 pro rata)**

This is an exciting opportunity for a part time Learning Resource Coordinator to join the team and working from our Lackham, Chippenham, Salisbury and Trowbridge campuses on a rota basis. This is a permanent position working 15 hours Thursdays 8.30am to 5pm and Fridays 8.30 to 4.30pm.

The role will involve working closely with curriculum departments to identify relevant curriculum resources and deliver an inclusive sector-leading, contemporary information and digital literacy services. You will plan your own workload and develop your own resources, build relationships with curriculum departments and identify opportunities for learning resources to enhance the teaching and learning experience. You will deliver one to one and group study skills sessions to staff and students, as well as offering support to the wider team. If you have a passion to inspire learners and enjoy a dynamic workload, we look forward to hearing from you.

Wiltshire College & University Centre is committed to the protection of young people and vulnerable adults and to Safeguarding and Prevent and promoting the welfare of learners and expect all staff and volunteers to share this commitment. The College is accredited to the Disability Confident Employer award, part of this means a commitment to interview all disabled applicants who meet the essential criteria for a job vacancy and consider them on their abilities.

Employment benefits include a total of 30 days annual leave pro rata plus bank holidays and College closure days over the Christmas period, access to the Local Government Pension Scheme, free on-site parking, staff development programme and a variety of in-house benefits such as gyms, coffee shop, restaurants and high-street discounts.

The closing date for this role is midday on Monday 21 October 2019. Interviews to take place on Monday 28 October 2019

## Closing date

Adverts normally close at midday on the closing date, however vacancies may close early if sufficient applications have been received. Therefore, we would encourage you to submit your application as soon as possible.

## Interviews

Candidates shortlisted for interview will be contacted by Networx or the Wiltshire College & University Centre HR Department. If you have not been contacted within 4 weeks of the closing date, please assume that your application has been unsuccessful. Unfortunately, due to the high volume of applications that we receive, we will not be able to provide feedback for candidates who have not been shortlisted for interview.

## Safeguarding Statement:

Wiltshire College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.