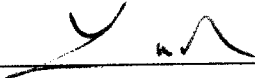


## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

<b>Service: Learning &amp; Leisure</b>	<b>Division: Community Information &amp; Learning</b>
<b>Section: Cumbernauld Area CLD Office</b>	<b>Post: Temporary Adult Literacy &amp; Numeracy Development Worker (17.5 hrs Job Share)</b>
<b>Grade: NLC12</b>	<b>Current Salary Scale: £ 31,062 - £38,1512 Pro Rata</b>
<b>Date vacancy occurred: 8<sup>th</sup> June 2012</b>	
<b>Reason for vacancy:</b> Career break to allow current post holder to accompany, with her family, her partner who is required to work abroad.	
<b>What are the consequences of not filling this post?</b> We will be unable to meet our targets, as well as not undertaking EEC CPP funded hours. 100-200 literacy goals not achieved 5 SQA certificates core skills in communications not achieved 5 SQA core skills in numeracy not achieved 5 SQA core skills in I.T. not achieved	
<b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b> There are no staff available to backfill as the other half of the job share post is on maternity leave for a year.	
<b>The following documents are enclosed with this form:</b>	
1. Job Description	(✓) <input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
<b>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</b>	

<b>Signature Executive Director:</b> 	<b>Date:</b> 10/7/12
<b>Human Resources use:</b>	
<b>Date of Vacancy Monitoring Sub-Committee</b> _____	
<b>APPROVE / NOT APPROVE / CONTINUE</b>	

**NORTH LANARKSHIRE COUNCIL  
LEARNING AND LEISURE SERVICES**



**JOB DESCRIPTION**

**Service:** Community Information and Learning  
**Job Title:** Adult Literacy and Numeracy Development Worker  
**Grade:** NLC 12  
**Responsible to :** Senior Community Learning and Development Worker (Lifelong Learning)

**Function**

The post holder will be responsible to the Senior Community Learning & Development Worker (Lifelong Learning) on a day-to-day basis for delivering the community-based adult learning (adult literacy and numeracy) function of Community Learning and Development in line with key strategy documents. The post holder will have responsibility for the delivery of the service within an Area Team.

**Main Duties and Responsibilities**

1. Delivering services relating to community-based adult learning (adult literacy and numeracy) within an Area Team.
2. Supporting and supervising temporary staff in an Area Team.
3. Supporting the development and delivery of Community Learning and Development Plans.
4. Developing and delivering Community Learning programmes in relation to community-based adult learning (adult literacy and numeracy)
5. Contributing to Community Learning and Development input to corporate initiatives and strategies.
6. Contributing to links with other agencies engaged in Community Learning and Development activities, and the development of joint strategies as required.
7. Networking with other agencies.
8. Contributing to the community planning agenda.
9. Undertaking such duties and responsibilities as may be required in terms of the Health and Safety at Work Act 1974.
10. Contributing to the Service's Child Protection and Vulnerable Adults procedures.
11. Contributing to the Council's equality policies and schemes.
12. Ensuring the effective management of resources.
13. Contributing to the continuous professional development process.
14. Liaising with, supervising and supporting identified community and voluntary projects in receipt of council and external funding.

15. Assisting community based initiatives to secure external funding.
16. Participating in authority wide working groups and initiatives.
17. Preparing and submitting reports and evaluations including statistical returns.
18. Any other duties as assigned.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

