MadLab: Manchester Digital Laboratory CIC
Tech Tutor recruitment pack (Click into Employment: Click into Community)
July 2024

Salary:	£19,200 actual salary (£32k FTE) + 3% employers pension contribution
Contract:	Fixed term contract ending March 2027. We may be able to consider freelancers and other candidates interested in this role on a short-term contract basis, if we have interest from highly skilled individuals with a proven track record. Please detail your availability in your application accordingly.
Hours:	0.6 FTE - 22.5 hrs/week
Location:	Training takes place in Stockport / work from home when not delivering training (occasional travel in Greater Manchester)
Applications close:	**Please note that the application deadline has been extended to Monday 26th August at 23:59.**

About MadLab

MadLab is a creative and community makerspace operating across Greater Manchester. Established in 2009, we're one of the longest-running independent makerspace in the UK. MadLab works at the interface of art, culture, science & technology.

By engaging people in art and technology, through its use and misuse, play and experimentation, participation and peer-learning, MadLab is growing Manchester's digital skills base and fostering new forms of community and civic learning, brought about through access to new digital tools and techniques. MadLab's mission is to involve everyone in shaping our own digital future.

We support a wide and diverse range of programmes with a particular focus on engaging diverse audiences with art and technology. We take innovative approaches to support people to use, understand and play with technology, creating self-sufficient communities who share knowledge, lend support to each other, and develop ideas. We help the people of Greater Manchester make things better, together.

Website:	www.madlab.org.uk
Email:	hello@madlab.org.uk
Facebook:	https://www.facebook.com/MadLabUK
X/ Instagram:	@MadLabUK

About Click into Employment: Click into Community

Click into Employment: Click into Community is a 360-degree programme supporting young people from diverse backgrounds to gain confidence, develop skills and secure employment in the tech industry.

Recently funded by the National Lottery, Click into Employment grows our young-people-led community coding training opportunity to create a long-form programme of support that will have a transformative impact on young people in the borough.

It fulfils a long-held ambition – needed now more than ever – to create a high-impact end-to-end pipeline for young people (age 18-30) under-represented in the digital industry in Stockport: from first steps through to confident career growth. We have a unique opportunity in front of us: to 'shift the dial' for hard to reach and underserved young people in terms of getting them into employment in the tech industry.

Click into Employment feeds into Click into Community, providing pathways for users to strengthen their skills, confidence, and motivation at every stage. It catalyses volunteering and mentoring opportunities, to create and support peer-to-peer learning groups and meetups, and provide opportunities for people in Stockport to come together, strengthening the community it serves.

Partner organisations for this programme include University College London's Institute of Education (MadLab is a partner in its long-term programme, Making Spaces), Beacon Counselling, and Stockport Council.

'The most valuable resource provided by Click - and the thing that sets it apart - is the ongoing support. I used this many times, always receiving friendly and clear support. This community is amazing. It gave me extra confidence to pursue a tech career. After completing my learning, I was offered continuing mentorship and received excellent support with CVs and job applications. Then, I was offered full-time employment by MadLab, working as an Assistant Mentor. Then, after three months I was offered an Apprenticeship at the BBC!'

Recent Learner

About the role

The Tech Tutor will help grow the Click into Employment: Click into Community learning offer - increasing the variety of training and capacity of the programme.

Working alongside MadLab's Head of Education and Skills, you'll be responsible for designing and delivering training content that will equip participants with in-demand skills to help them land a digital role. You will also contribute to the programme's learner recruitment strategy and also act as a mentor for participants (alongside volunteer industry talent.)

Position-holders will play a leading role in maintaining the positive and engaging learning environment that is a defining aspect of MadLab's training delivery and vision for Click into Employment: Click into Community.

Main areas of responsibility:

Training, Mentoring and Guidance	Training Management
- Conduct one-on-one or group tutoring sessions, guiding learners through coding exercises and projects - Provide constructive feedback on code, problem-solving approaches, and overall comprehension - Facilitate online and in-person group coding exercises - including pair-programming, coding katas - Foster a positive and inclusive learning environment that encourages collaboration and active participation - Provide ongoing mentorship to all participants of the programme, including advice on next steps, further learning opportunities and case-by-case advice - Clearly articulate complex coding concepts in a way that is accessible to learners with varying levels of experience - Communicate effectively with participants, colleagues, and other mentors, providing regular updates on learner progress and addressing concerns	- Design and execute a learner recruitment strategy to reach participants who are at risk of digital exclusion and underrepresented in the tech industry (target audience) - Manage venue bookings and equipment for training - Monitor and manage the progress of learners, adapting teaching methods to accommodate various learning styles - Ensure learners are signposted appropriately, internally and externally, to continue their progression into employment - in consultation with Head of Education and Skills and Volunteer and Community Manager
Curriculum Development	**Collaboration**

● Design and develop comprehensive coding curricula that caters to learners of different skill levels, in consultation with MadLab's Youth Panel, Learning Committee and other advisory groups ● Stay updated on industry trends and employers' needs to ensure the curriculum remains relevant ● Review and deliver existing curricula. Create new training materials	● Collaborate with Volunteer & Community Manager to bring in industry trainers and providers to enhance the overall learning experience, e.g. in the form of guest lectures, employability workshops ● Participate in relevant community meetings to ensure Click into Employment: Click into Community is strongly embedded in the Stockport and Greater Manchester tech ecosystem

Please note that as this role is new, it will evolve as per the needs of the programme, as well as the interests and strengths of candidates. We encourage applicants to highlight in their covering letter where they believe their strengths lie in relation to requirements of the role.

Person specifications

Essential:
● Substantial demonstrable teaching or skills development experience
● Proficiency in relevant technical training
● Proficiency with functional programming languages
● Familiarity with various coding environments, tools, and frameworks
● Strong communication and interpersonal skills
● Patience and ability to adapt teaching methods to accommodate diverse learning styles
● Ability to create a supportive and inclusive environment for individuals from diverse backgrounds
● Strong collaborative working skills
● Excellent time management, organisational and planning skills

Desirable:
● AET Level 3, PGCE or equivalent
● Experience in course design and delivery
● Experience using remote learning tools
● Proficiency in JavaScript, Node.js and Express; HTML5 and CSS3
● Experience and knowledge of supporting vulnerable people and/or those with complex needs
● Commercial knowledge, experience and understanding of industry, including training needs

In order to reflect the diversity of our learner cohorts in our teaching staff, we particularly welcome applications from underrepresented groups, including women, individuals from different ethnic backgrounds, LGBTQ+ individuals, people with caring

responsibilities and those from diverse socio-economic backgrounds. While formal qualifications are not mandatory, a demonstrated ability to fulfil the role and a positive attitude are highly valued.

Safeguarding

MadLab makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

All successful candidates will be asked to undertake an Enhanced DBS-check and details of this will be logged and stored by MadLab. You can read MadLab's safeguarding policy here

How to apply

To apply, please send a CV and covering letter (one page) detailing how your experience fits the criteria, and what skills you could bring to the role.

Please email these to Rachael Turner (Director, MadLab) at rachael@madlab.org.uk, using the subject line 'Tech Tutor, Click.'

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Application timeline

Stage 1:   An initial review of your application against our role criteria
Stage 2:   Interview and micro-teaching session to MadLab team
Stage 3:   Interview and sample teaching session with MadLab Youth Advisory Board and Team