



Education & Skills  
Funding Agency



European Union  
European  
Social Fund

# Photofusion

## Progression Mentor/IAG Specialist Job Description

£28,000 per annum, adjusted for 3 days per week  
6 month contract, extension to contract subject to funding  
Post to commence in May, 2021

Photofusion is hiring a Progression Mentor to work alongside our education and engagement teams. Our Progression Mentor will build a network within Lambeth and across London to recruit participants for funded learning and training programmes. Our Progression Mentor will work with participants, offering guidance, mentoring, and supporting them as they progress into education, employment or training upon completion of Photofusion's programmes.

Our Progression Mentor will make a real difference to our learners and participants, whether that's through the development of opportunities for work placements, supporting participants in identifying suitable job or educational opportunities, preparing participants for interviews or ensuring that CVs and portfolios are of a good standard.

Our Progression Mentor will be a part of a team that is passionate about photography, creativity, and making a difference to the lives of young adults in our community. We are ambitious for ourselves and ambitious for our learners and participants.

### Responsibilities:

To deliver IAG sessions to individuals and groups at the request of our engagement and education team. To work alongside the team to proactively organise activities to deliver information, advice and guidance to our current cohorts.

To undertake one-to-one and group contact sessions, helping participants develop CVs and digital profiles, and to support them in using the internet to develop job search skills.

gallery •  
digital production •  
education & training •  
darkrooms •  
film processing •  
community & outreach •

3 Space International House,  
6 Canterbury Crescent,  
Brixton, London,  
SW9 7DQ  
0207 738 5774  
info@photofusion.org  
www.photofusion.org  
VAT No. 238 1609 62  
Registered in England  
Registered No. 2629158



Education & Skills  
Funding Agency



European Union  
European  
Social Fund

To be responsible for tracking participant/learner outcomes and planning for further progression. This may include completing administrative tasks relevant to the role such as writing assessments, inputting data, and reporting/tracking progress.

Liaise with outside organisations to develop and deliver IAG opportunities for our learners and participants. Collect and update information on local opportunities in the creative industries.

To stay up-to-date with Labour Market Information, attend career events, networking meetings and mandatory training.

To build and utilize a borough-wide network to recruit participants for our programmes. This may include undertaking outreach work and visiting community groups as well as establishing a relationship with Lambeth Job Centres.

Develop strategies to engage non-participating and hard to reach groups.

To be responsible for output targets and output reporting.

To be a proactive and effective team member and the undertake any other such comparable duties as may be reasonably required by the Line Manager.

## **Experience/Skills:**

### Need To Have:

- Experience in delivering IAG. Level 3 IAG training is preferable but we can organise this training if necessary.
- Strong organisational skills and the ability to manage a varied workload and meet deadlines.
- Ability to work with a wide range of adults and young people.
- Experience with administrative monitoring/reporting.
- Excellent communication skills – both written and verbal (may be asked to provide an example of written work).

gallery •  
digital production •  
education & training •  
darkrooms •  
film processing •  
community & outreach •

3 Space International House,  
6 Canterbury Crescent,  
Brixton, London,  
SW9 7DQ  
0207 738 5774  
info@photofusion.org  
www.photofusion.org  
VAT No. 238 1609 62  
Registered in England  
Registered No. 2629158



Education & Skills  
Funding Agency



European Union  
European  
Social Fund

# Photofusion

- Good ICT skills and ability to handle a variety of computer packages and data tracking systems.
- Experience within, and knowledge of, the creative industries.
- Presentation and facilitation skills.

## Nice To Have:

- Experience of networking within Lambeth is preferable.
- Previously completed IAG training is preferable.

## **Qualities**

- We are looking for someone with a real interest in and commitment to the fields of education, training and employment, and in particular the needs of adult learners.
- We are looking for someone with excellent interpersonal skills and the ability to establish a rapport and work with learners and participants with a range of backgrounds.
- You will be working within an arts organisation, so a genuine interest in photography, the arts, and the creative industries is a must.

## **Safer Recruitment**

We take safeguarding very seriously and hiring will be contingent upon an enhanced DBS check.

## **How to Apply**

To apply, please email your CV (no more than two pages) and a cover letter outlining how you meet the criteria for the role to [Jasmine@photofusion.org](mailto:Jasmine@photofusion.org).

**Deadline for applications is 12 (noon) on Friday 30<sup>th</sup> April 2021.**

gallery •  
digital production •  
education & training •  
darkrooms •  
film processing •  
community & outreach •

3 Space International House,  
6 Canterbury Crescent,  
Brixton, London,  
SW9 7DQ  
0207 738 5774  
info@photofusion.org  
www.photofusion.org  
VAT No. 238 1609 62  
Registered in England  
Registered No. 2629158



Education & Skills  
Funding Agency



European Union  
European  
Social Fund

# Photofusion

gallery •  
digital production •  
education & training •  
darkrooms •  
film processing •  
community & outreach •

3 Space International House,  
6 Canterbury Crescent,  
Brixton, London,  
SW9 7DQ  
0207 738 5774  
info@photofusion.org  
www.photofusion.org  
VAT No. 238 1609 62  
Registered in England  
Registered No. 2629158