

Job Description



Job Title:	Trainer
Location:	Groundwork Offices, Wrexham
Responsible to:	Training Programme Development Manager
Number of hours per week:	Up to 37.5 per week
Salary:	£21,000 (Full time) + benefits

Purpose of the job

The post holder will deliver across a variety of subject areas, including first aid, health & safety, food safety, as well as other accredited and non-accredited courses (e.g. customer service, awareness course, employability related courses).

The role includes planning and delivering a wide variety of training programmes for young people and adults, working across Wales to ensure a high standard of delivery of accredited and non-accredited training. Delivery of training will be for external organisations, including businesses, public sector bodies, third sector organisations amongst others as well as for external employability programmes and our internal projects.

Summary of Main Responsibilities

- Coordinate, manage, develop and deliver first aid, health & safety and food safety and other training programmes to our customers, staff, volunteers and beneficiaries, with an emphasis on high standards and good customer service.
- Contribute to and support internal and external quality assurance processes for our Centre statuses and meet the requirements of Awarding Bodies in the delivery of accredited and regulated training.
- Modify or create course materials and training manuals to meet specific training needs
- Deliver inspirational tuition, support and guidance to learners throughout their learning journey in the classroom or via digital delivery through online platforms.
- Have effective classroom management methods to provide inspirational and innovative learning, designing and deliver differentiated lessons to ensure active participation
- Construct and maintain all learner documentation to meet quality and funding compliance
- Manage course resources and paperwork efficiently to meet customer requirements and to adhere with Awarding Body requirements.
- Demonstrate excellent communication and teaching skills; delivering and assessing training courses and services in accordance with Groundwork's procedures and processes.
- Be inherently self-motivated and able to work without supervision; this includes an ability to work at any given client locations across Wales or beyond.

- Respond positively to observations following internal quality assurance that will ensure quality and consistency on courses. If IQA qualified to also carry out IQA observations on fellow trainers.
- Develop, deliver and monitor projects, activities and services in line with agreed timescales and within set budgets, ensuring these are delivered in a high quality, profitable way.
- Work flexibly as part of a team and across teams, including occasional evening and weekend working.

Business Development

- Support the development of potential training opportunities that the organisation could develop and deliver.
- Support the submission of well written, realistic and achievable bids and tenders which contribute towards the organisation's Business Plan targets.

Financial Management

- Act in accordance with the organisation's financial regulations.

Administration

- Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.

Marketing & Communication

- Network effectively to establish and sustain the organisation's partnerships with other organisations, agencies and initiatives across Wales.
- Attend and contribute to project and team meetings as required.
- Represent the organisation professionally, to internal and external contacts as required assisting with the promotion of projects and the broader activities of the group.

Performance Monitoring & Reporting

- Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines, to include case studies, information from clients on their views and capture any benefits or learning's for the future - including any job and/or training outcomes.
- Support the setting of targets and performance measures to your business area.

Other Duties

- Willingness to attend instructor training.
- Ensure compliance with the organisation's Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.
- Be responsible for any equipment used including cleaning and maintenance.
- Any other reasonable duties as may be requested by your line manager.

The attached list is not an exhaustive list of duties as the role may change from time to time to meet requirements and objectives of the Training Team.

Person Specification

	Essential	Desirable

Knowledge & Experience	<ul style="list-style-type: none"> • Diploma/A Levels, NVQ Level 3 or equivalent qualifications and/or some practical experience in a similar role. • Experience in the training sector of developing planning and delivering of regulated and accredited qualifications • Experience of developing and delivering accredited and non-accredited training programmes for young people and adults. • Excellent IT Skills. • Understanding of health & safety and its application in work practices. • Level 3 Award in Education & Training or above or equivalent • Experience of assessing learners 	<ul style="list-style-type: none"> • Experience of delivery of training in other subject areas (e.g. employability and skills, retail, food safety, customer service) • Level 4 Internal Quality Assurance qualification and/or practical experience of internal quality assurance • Level 3 First Aid at Work and/or IOSH Managing Safely or equivalent and/or Level 3 Health & safety / qualification or above.
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to motivate others. • Ability to deliver inspirational tuition, support and guidance to learners throughout their learning journey • Ability to induct and train new staff, volunteers and work placements. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Excellent organisational skills to enable effective project management. • Ability to lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to give advice, solve problems with tact and diplomacy. • Ability to plan and prioritise workload effectively to meet targets and deadlines. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. • Ability to build partnerships and demonstrate good networking skills. • Ability to represent the organisation professionally to internal and external contacts. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Resources	<ul style="list-style-type: none"> • Ability to obtain quotes, record and ensure accurate records of expenditure. • Ability to interpret spreadsheets and other financial data. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	

Other	<ul style="list-style-type: none">• Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising & Needs Driven' in line with Groundwork North Wales' GREEN values.• Full driving licence.• Ability to travel across Wales, including overnight stays• Appreciation and understanding of Welsh heritage and culture.	
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