

Training Coordinator

Salary: £10,296

Hours: 18 hours per week

Reporting to: Director

Term: 12 months fixed term contract (extension subject to further funding)

Main purpose of job: To manage and coordinate the efficient and effective delivery of our training programmes for people with learning disabilities and/or autism, promoting safe friendships and relationships. The role requires you to be confident to deliver pre-developed learning material consistently, while also making it your own. You need to have excellent organisation and planning skills, be outgoing and enthusiastic and have a passion to make learning exciting and interesting for all. You will also establish constructive relationships and promote training opportunities to appropriate contacts and stakeholders. You will ideally have a Level 3 Award in Education and Training (PTLLS) or equivalent, or experience in delivering community based workshops

Responsibilities, duties and tasks:

- Be responsible for the delivery and administration of our training programmes
- Coordinating in house and external trainers to assist in the delivery of the programme.
- Organise and supervise co-trainers as required
- To establish and maintain relationships with service providers, organisations and other stakeholders across the North West
- To promote the training programme to service providers, organisations and individuals
- To ensure that the training programme meets the access and learning needs of participants by identifying and removing any disabling barriers.
- To source external facilitators or tutors to deliver workshops as appropriate
- To ensure the monitoring, measurement and evaluation of training in order to provide evidence of its impact.
- To maintain participant records on our systems in an accurate and timely manner.
- To oversee the administration of the project ensuring training materials are prepared prior to courser delivery

General Duties:

- To be aware of the service targets and outcomes and assist in working towards their achievements.
- To assist with the carrying out of relevant administration procedures as required.
- To understand and adhere to all policies and procedures concerning the Safeguarding of vulnerable adults in community settings.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities as required.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the organisation's Health and Safety Policy.

This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau/Disclosure and Barring Service.

Person Specification

	Essential	Desirable
Qualifications	<p>Level 3 Award in Education & Training (PTLLS) or similar</p> <p>AND/OR</p> <p>Experience of delivering community workshops</p>	<p>GCSEs grade A-C in Maths and English (or equivalent)</p> <p>Business Development</p> <p>First Aid (or willing to undertake)</p>
Knowledge	<p>Knowledge of safeguarding issues and requirements</p> <p>Knowledge of data protection and confidentiality</p>	
Experience	<p>At least six months' experience in a similar role</p>	<p>Experience of working with people with learning disabilities and/or autism</p>
Skills	<p>Excellent written and verbal communication, listening and interpersonal skills</p> <p>Excellent facilitation and presentation skills in the delivery of workshop based training</p> <p>Excellent organisational skills and the ability to maintain procedures and design and implement new processes or procedures when needed.</p> <p>Ability to problem solve with minimum supervision and take ownership and responsibility for work.</p> <p>Ability to promote the organisation to, and engage with, a wide</p>	<p>Ability to contribute new ideas to enhance the programmes of work.</p> <p>Vision to identify new markets and business opportunities</p> <p>An ability to empathise and advocate for the needs of people with learning difficulties.</p> <p>IT Skills</p> <p>A willingness and ability to form effective working relationships with employees, volunteers, casual workers and partners</p> <p>A willingness to support a wide range of service users</p>

	<p>audience of internal and external stakeholders.</p> <p>Ability to maintain safe, quality environments</p>	
Qualities	<p>Ability to work under own initiative and as part of a team</p> <p>To be reliable and honest.</p> <p>To be enthusiastic and friendly</p> <p>To be interested, motivated and committed.</p> <p>To be committed to Equal Opportunities</p>	<p>Ability to work to tight deadlines and be able to achieve individual, team and organisation targets, whilst maintaining a high quality of service.</p>
Commitment	<p>Willingness to attend relevant training as required</p> <p>Ability to be flexible</p>	