**JOB PROFILE**

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| **POST:** | Trainer |
| **SALARY:** | £26 065 per annum |
| **HOURS:** | 35 per week (We will consider 17.5 hours per week) |
| **LINE MANAGER:** | Operational Manager |
| **RESPONSIBLE FOR:** | No direct line reports |
| **DURATION:** | Permanent (subject to continued funding) |

**JOB PURPOSE:**

The Trainer will be responsible for the implementation, overview, organisation, and delivery of training programmes to improve the knowledge, skills, and competence of practitioners, trainees, volunteers and other stakeholders.

**Primary Responsibilities:**

* Deliver internal practitioner training ensuring participants attain the relevant level of competence to deliver their role.
* Provide 1-1 mentor support to PTMWA trainees/apprentices as part of our ‘home grown’ initiative.
* Design and deliver training in line with legislative requirements and organisational strategic planning eg Safeguarding CYP and Safeguarding Adults, DVA Awareness training, Sexual Violence Prevention.
* Identify relevant funding opportunities for training.
* Ensure records are kept up-to date at all times, reflecting internal and external training undertaken as well as future opportunities.
* Develop and deliver specific training in line with stakeholder needs to external partners
* Develop partnerships across the Greater Manchester area and beyond.

**Other:**

* The post is subject to a DBS disclosure which will be carried out at appointment of a candidate.
* This post is subject to completion of a six month probationary period.
* Must be mobile to visit sites and work across the whole city as required.
* Post is open to women only under the Equality Act 2010, schedule 9, part 1.

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**Organisational values**

Our staff, service users and volunteers have contributed to, and developed, a set of values that reflect who we are, what we do and why we do it.

**Generous:** sharing our skills, creating energetic positive links, and thriving together  
**Affirming:** supporting and inspiring, paying attention to discover what matters  
**Courageous:**challenging inequality, stepping forward and making change  
**Rooted:** secure and participating in our communities, nurturing a sense of belonging

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL/DESIRABLE** | | **ASSESSED** |
| EDUCATION/QUALIFICATION |  | |  |
| A relevant qualification in teaching or adult learning ie CET and above or equivalent experience | E | | Application Form |
| EXPERIENCE |  | |  |
| 2 years minimum post qualifying experience | E | | Application Form/Interview |
| Experience of designing and delivering inclusive training, both online and face to face | E | | Application Form/Interview |
| Experience of using webinar software and Zoom/Microsoft Teams or similar. | E | | Application Form/Interview |
| Experience of using and overseeing learning platforms | E | | Application Form/Interview |
| Experience of developing new training content and supporting materials as required and update existing training to ensure that it remains fit for purpose | E | | Application Form/Interview |
| KNOWLEDGE AND UNDERSTANDING |  | |  |
| Sound understanding of safeguarding CYP and adults | D | |  |
| Sound understanding of the dynamics and impact of DVA on CYP and adults | D | |  |
| Sound understanding of the impact of sexual violence and safe responses to victims/survivors | D | | Application Form/Interview |
| Sound understanding of the impact of additional challenges and barriers of intersectionality eg poverty, homelessness, disability, age and corresponding support systems eg benefits, housing, healthcare | D | | Application Form/Interview |
| Demonstrable commitment to PTMWA’s core values | E | | Application Form/Interview |
| **SKILLS AND ABILITIES** | | | |
| Identify and utilise the most appropriate platforms for delivery of different learning activity (eg in person, e-learning, webinar) to make the most effective use of resources and meet customer need. | | E | Application Form/Interview |
| Plan and deliver engaging and interactive training in a range of settings as well as online | | E | Application Form/Interview |
| Liaise with staff and Safeguarding Leads to ensure that our training offer remains relevant and meets changing requirements. | | E | Application Form/Interview |
| Manage day-to-day running of the learning platform, eg upload new users, monitor licence usage and report periodically on compliance and completion | | D | Application Form/Interview |
| Keep accurate records of all training planned and provided and generate regular reports. | | E | Application Form/Interview |
| Collate evaluation feedback from participants, using it to identify and recommend adjustments to the current package | | D | Application Form/Interview |
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| Collate evaluation feedback from participants, using it to identify and recommend adjustments to the current package | | E | Application Form/Interview |
| Excellent written, verbal and presentation skills. | | E | Application Form/Interview |
| Excellent IT skills (incl full MS package and remote delivery with functionality eg Zoom) | | E | Application Form/Interview |
| **OTHER** | |  |  |
| The ability to work flexibly to accommodate business need incl evenings and weekends if required | |  |  |
| Commitment to equal opportunities and anti-discriminatory practice | | E | Application Form/Interview |
| Willingness to undertake training and a commitment to continuous professional development | | E | Application Form/Interview |
| Willingness to work flexibly and ability to travel to different sites and venues. | | E | Application Form/Interview |
| Car driver | | D | Application Form/Interview |

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| **POST HOLDER SIGNATURE:** |  | **DATE:** |  |
| **LINE MANAGER SIGNATURE:** |  | **DATE:** |  |