



JOB PROFILE

POST:	Trainer
SALARY:	£16 271.00 per annum
HOURS:	21 per week
LINE MANAGER:	Training Service Lead
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.
- Assist in identifying 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
- Developing new corporate links and identifying external training opportunities

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

CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSED
EDUCATION/QUALIFICATION		
A relevant qualification in teaching or adult learning eg CET	D	Application Form
A Higher Education qualification in a Health and Social Care related field	E	Application Form
EXPERIENCE		
2 years minimum experience of training delivery	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	Application form / interview
Sound understanding of the dynamics and impact of DVA on CYP and adults	D	Application form / interview
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	E	Application Form/Interview



make the most effective use of resources and meet customer need.		
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
Excellent written, verbal and presentation skills.	E	Application Form/Interview
Excellent IT skills incl full MS package	E	Application Form/Interview
OTHER		
The ability to work flexibly to accommodate business need including evenings and weekends if required	E	Application form / Interview
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 and ability to travel to different sites and venues.	E	Application Form/Interview
Car driver	D	Application Form/Interview

POST HOLDER SIGNATURE:		DATE:	
LINE MANAGER SIGNATURE:		DATE:	