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**Job Description**

**Trainer**

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| Responsible to |  |
| Salary | NJC Point 22 |
| Hours per week | 35 hours |
| Annual Leave per annum | 25 days (increasing to 30-days after 5-years) |
| Main base | Stretford Road Manchester with the opportunity to work in an agile way across Greater Manchester |
| Contract | Permanent |
| Level of DBS check needed | Standard |

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| Main aims of the post |
| The Trainer will be responsible for developing and delivering a variety of workforce development and training programs to support Big Life’s workforce to be first class.  They will work collaboratively with individuals who have personal experience to create content that addresses anti-discrimination, incorporates trauma informed practices and promotes person-centred, strength-based approaches. The training materials will be designed for both online and in-person delivery.  They will be responsible for delivering a range of accredited and non-accredited courses to staff and partners of The Big Life group, ensuring that staff remain informed about current best practice, are compliant with relevant legislation, and consistently engaged in personal development.  The trainer will also deliver accredited training courses externally to organisations which purchase training from The Big Life group. |
| Main duties of the post |
| 1. Delivery of mandatory and non-mandatory training to staff of The Big Life group, partners, and external organisations (face-to-face and online). |
| 1. Take a lead role in fostering collaboration and promoting the sharing of personal experiences from staff and experts by experience to contribute to the development of engaging training programs that align with The Big Life Way and inspire continuous learning and improvement. |
| 1. Take a leading role in fostering collaboration and encouraging the sharing of knowledge and best practices to develop customised training programmes with external organisations, individual professionals, and local communities. |
| 1. Develop, promote, and deliver train the trainer courses to rapidly roll out training and increase the number of trainers improving skills, knowledge, tools and confidence in in local communities. |
| 1. Gather feedback, review and continually improve training in response to learner feedback. |
| 1. Ensure compliance of course material with current legislation, company-wide curriculum, CPD and PCI quality standards and processes. |
| 1. To stay current on best practice in training development and delivery. |
| 1. Promotes and maintains positive relationships across different business areas. |
| General work-related expectations |
| 1. To work within the Big Life group’s mission, values and vision. |
| 1. To contribute to the development of The Big Life group. |
| 1. To work in accordance with all policies and procedures of The Big Life group, particularly (but not exclusively) Health and Safety; Information Governance, Cyber and Safeguarding. |
| 1. To commit to own personal development and attend training or development activities as required. |
| 1. To work in accordance with all relevant legislation. |
| 1. To have a ‘can-do’ approach and attitude. |
| 1. To undergo regular supervision and at least an annual appraisal. |
| 1. To undertake any other duties as required, and as appropriate to the post. |

**Person Specification**

**Trainer**

The successful candidate must be able to demonstrate that they meet all the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience in collaboratively developing bespoke training with organisations, individuals, and communities. | A/I |
| 1. Experience of delivering engaging and interactive training to a range of learners | A/I |
| 1. Experience of continually improving training content based on participant feedback. | A/I |
| 1. Experience of strength-based approaches. | A/I |
| 1. Experience of working with a range of agencies, community groups and organisations to develop effective partnerships. | A/I |
| 1. Experience of delivering train the trainer courses. | A/I |
| 1. Experience of developing collaborative working relationships. | A/I |
| 1. Experience of collating and analysing data for reports and recording. | A/I |
| **2.Skills** |  |
| 1. Ability to adapt training style and content to meet the needs of different audiences. | A/I |
| 1. Ability to research legislation and best practice in order to create up to date, relevant training content. | A/I |
| 1. Ability to plan and timetable training delivery to manage workload. | A/I |
| 1. Ability to write reports and communicate well. | A/I |
| 1. Ability to positively manage changes in training schedules whilst achieving targets. | A/I |
| 1. Ability to use IT effectively (Word packages and database software). | A/I |
| **3.Knowledge** |  |
| 1. Knowledge of strength-based approaches and trauma informed practices and their impact on health and wellbeing. | A/I |
| 1. Knowledge of the appropriate regulatory frameworks and quality standards and an understanding of how to ensure standards are upheld | A/I/T |
| **4.Education - qualifications required for this post** |  |
| 1. Recognised teaching and/or training qualification. | A/I |
| **5. Personal** |  |
| 1. Positive outlook and a ‘can do’ attitude. | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties. | A/I |
| 1. Commitment to working towards The Big Life group’s missions and values including having a non-judgemental approach. | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience. | A/I |