**** Job Description

# Job Title Training Officer

**Location** Harrogate with occasional travel to other regional locations

**Salary** £12.09 per hour / £23,889.84 per annum

**Band** F

**Hours per Week** 38 hours per week negotiable

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Head of Workforce and Development

**DBS Check** Enhanced Check with child barring list

**Job Summary**

To deliver agreed training, including induction, regulated training and management skills sessions to staff and volunteer groups within Henshaws. To ensure training meets legislative guidance in regards to external regulators such as CQC and Ofsted.

The Training officer will be responsible for ensuring the efficient administration and recording of all training activities.

**Key responsibilities**

* Design, deliver, co-ordinate and evaluate training internally and externally in accordance with the identified training needs, and in partnership with colleagues in other functions where appropriate.
* To support the implementation of the training strategy and development of new training-related initiatives.
* Work with functional managers to ensure all regulated training is delivered effectively to meet educational requirements of their staff.
* Support the identification and resolution of volunteer training needs in liaison with managers.
* Continuously review and update all training materials to ensure that they remain fit for purpose.
* Support the continued introduction and integration of e-learning to the charity.
* With support of functional managers, produce an annual training event schedule, which meets their service needs, communicating effectively with managers to establish their training needs and requirements.
* Source training providers for ad-hoc training events.
* Book, where appropriate, catering and equipment for training events.
* Produce course materials, training packs and attendance lists.
* Regularly audit training information on HR database Cezanne and Training Matrix’s to ensure it is accurate and able to support decision making processes relating to training provision
* Produce regular evaluation reports for all training provided, making recommendations for future training provisions
* Support managers in sourcing appropriate training provision for apprentices and drawing down funding, as needed.
* Support the Head of Workforce Development with the administration of apprenticeships
* Assist in maintaining accreditation under Highfields Awarding Body
* Liaise with training providers and undertake quality observations of training delivered externally to ensure the charity receives value for money for all training (non-college)
* Work within an accredited training awards framework where required, including NVQ’s
* Book rooms and where appropriate, catering and equipment for training events
* Assist the Trainers to produce training packs and attendance lists
* Support the Head of Workforce and Development in all administration tasks
* Administrate and respond to the Training inbox and Henshaws Training Inbox
* Co-ordinate on-line training provision by creating log ins, allocating training to staff as and when requested and recharging training to Directorates
* Day-to-day administration tasks including photocopying, scanning, creating files, collecting post etc.
* Any other duty commensurate with the post as required

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Demonstrate a commitment to Henshaws Strategic Aims
* Facilitate training and knowledge sharing across Henshaws and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures
* Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the   
desirable criteria to produce the shortlist. All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | Essential | Desirable | How Identified |
| **Education and Training** | English and Maths to GSCE grade C or above (or equivalent) |  | Application form |
| Educated up to NVQ level 3 | Relevant qualification in teaching / training, to NVQ level 3 eg Education in Training, PTTLS etc or CIPD qualified.or willing to work towards within 1 year | Application form Interview |
| **Skills, experience and personal qualities** | Experienced in the design, delivery and evaluation of a range of training events | Previous experience in a similar role in a care environment. | Application form Interview |
| Excellent presentation skills including use of diverse delivery methods | Holds or willing to gain and maintain, current Train the Trainer status in our core subjects | Application form and Interview |
| Demonstrable understanding of the learning and development process. | Awareness of the standard quality process in education and training | Interview |
| High level of IT literacy and experienced in using Microsoft office 2010 packages including powerpoint and excel | Experience of working with databases | Application form Interview |
| Experience of working in the care sector. | An understanding of the National Occupational Standards and the qualifications framework in Care | Application form Interview |
| Understanding of safeguarding proceeses. |  |  |
| Excellent written and verbal communication skills |  | Application form Interview |
| Self-starter, able to prioritise and manage a busy workload and use initiative |  | Application form Interview |
| Ability to work as part of a team |  | Application form Interview |
| **Other Requirements** | Willingness to travel to our centres in North Yorkshire, Manchester, Liverpool and Newcastle | Own transport for business use or access to work | Application form Interview |
| Ability to offer flexible hours of work to meet the needs of the different centres |  | Application form Interview |
| **Other Information:**Henshaws will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. The post holder may come into contact with children or vulnerable adults and will therefore be subject to a disclosure check prior to confirmation of employment. Henshaws positively welcomes applications from all sections of the community. | | | |

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Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.

Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.