

**Trainer**

**Job Description & Person Specification**





**Safeguarding Statement:**

The Orchard Trust is committed to safeguarding, protecting and promoting the welfare of all clients and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced DBS check along with other relevant employment checks.

**Job Description and Person Specification**

| **MAIN DUTIES AND RESPONSIBILITIES**  **Training role**   * To assist in the planning, implementation and reviewing of the Trust’s learning and development programmes in line with the department’s requirements. * To review and develop course content to ensure that the Trust is compliant with relevant legislation and the Trust’s policies and procedures. * To deliver a variety of training courses to adult learners at our own training facilities or external locations to a professional and consistent standard. This could be face to face on or off site, by webinar or through a blended approach. * To maintain own professional competence in accordance with the Trust’s requirements. * To support the Training Manager in achieving departmental objectives. * Handle logistics for training activities including venues and equipment. * To use the training software, ensuring all the relevant training information is collated, recorded and appropriately actioned. * To represent the Training department at meetings and off site training where required. * To support Trust managers with staff induction. * To ensure resources are managed effectively and efficiently. * To actively support the administrative running and ongoing development of the Training department. * To be flexible, adaptable and resilient in meeting learner and departmental needs at all times * Monitor competence of the learner providing additional support where necessary. * Provide regular feedback to the Training Manager, learners, and relevant Service Managers. * Be responsible for the accurate safe recording of all relevant documentation. * Understand the individual learning requirements of students   Training courses you will be asked to prepare, deliver and evaluate could include: GCC specific Safeguarding Level 2, MCA & DoLS level 2, along with Moving and Assisting People and Objects, Health and Safety, Infection Control, Fire Safety, Person-Centred Care, Personal Care, Communication Skills, Bowel Management, Oral Health, Recording and Reporting, Introduction to Learning Disabilities, and general Leadership Skills for Team leaders.  **Health and Safety**  Promote a positive attitude towards the development and maintenance of a Health and Safety culture through all aspects of the Trust; comply with Health and Safety legislation and policies and procedures. You must notify your manager immediately of any welfare issues which may affect your ability to carry out your role. Health and Safety policies must be adhered to when visiting external organisations.  **Equality and Diversity**  At all times promote the Trust’s core values and an organisational culture that positively reflects best practice on equality and diversity issues and that meets the Trust’s legal and ethical obligations. |
| --- |
| **EXPERIENCE/SKILLS**  **Essential**   * Have a professional training qualification and can evidence recent practice in adult education * Confidence in delivering training via webinars using platforms such as Zoom, Teams or Google * Be competent in a wide range of social media and IT skills including, MS Office and Google applications * Hold a full driving licence, be prepared to obtain business insurance, and have access to own transport   **Desirable**   * A GCC accredited Level 2 Safeguarding and MCA/DoLs trainer * Mentoring/coaching/interviewing/supervision/appraisal skills * Some experience in designing and delivering management training |
| **PERSONAL SKILLS**   * Excellent organisational skills and the ability to plan working time effectively * Be a strong verbal, non-verbal and written communicator * Have worked within the care sector, ideally within a learning disability setting * Proven experience as a trainer to adult learners * Able to support learners across a range of ability levels and demonstrate empathy * Ability to overcome any barriers to learning and adapt own delivery to meet learners needs * Able to confidently use a wide range of digital technology and IT software * To assist in creating a person-centred learning environment which is supportive and positive. * To exercise leadership, achieving high morale based on good communication, sound organisation and being a positive role model for all staff * Challenge conventional wisdom. Seek and share innovative ideas from industry, other organisations, training and peers * Able to identify problems and opportunities, and complete tasks to a high standard * Effective in delivering change and recognise this is a process not an event |
| **PERSONAL ATTRIBUTES**   * Able to work autonomously, and as part of a small Training team, yet be an integral part of a larger organisation * To have a flexible approach to any situation and actively seek solutions * Able to change plans effectively, sometimes at short notice * Be confident and professional with the ability to inspire and motivate others * Quality driven and prepared to go the extra mile * To have a proactive approach and think “outside the box” * Have a good sense of humour and be able to integrate into any team |
| **PROFESSIONAL CONDUCT**   * To establish and maintain good relationships with professionals, colleagues and anyone you come into contact with through your role * Be willing to undertake any additional training identified, sometimes at short notice * A willingness to seek guidance, yet take ownership and responsibility for your decisions and actions * To express your views in a gentle and constructive manner * To be part of at least one fundraising activity per year for the Trust * To uphold and demonstrate the values of The Orchard Trust and apply these to all internal and external interactions * To act as an ambassador for the Orchard Trust |



As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

