

Partnership Training Officer

Title of post:	Partnership Training Officer
Employer:	VOCAL - Voice of Carers Across Lothian
Hours:	30/36 hours/week
Salary Scale:	Points 57-63, ca. £30,000 - 33,000 (pro rata)

Purpose of the post

Leading the coordination and delivery of carer awareness training to improve carer recognition, identification and support within NHS and Health and Social Care Partnership.

Supporting partnership training initiatives with major Edinburgh employers.

Supporting VOCAL's carer training programme.

Improved Outcomes for Carers

The postholder will support VOCAL to contribute to the following outcomes for carers:

- Carers will report being better informed about issues linked to their caring role
- Carers will report improved confidence in their ability to shape services and support
- Carers will report improved confidence in managing their caring role
- Carers will report improved physical and mental wellbeing
- Carers will report improved confidence in their ability to deal with the changing relationships resulting from the caring role
- Carers will report improved social wellbeing
- Carers will report improved economic wellbeing
- Carers will report improved personal safety in relation to their caring role

Job Description

Delivery of training:

- Lead the liaison and negotiation with NHS managers and Edinburgh employers on the promotion and delivery of 'Think Carer' training across city-wide venues
- Coordinate and deliver a rolling programme of digital and workplace training
- Support VOCAL's carer training programme

Development responsibilities:

- Jointly with VOCAL's Partnership Development Officer, Short Breaks Development Officer and NHS carer lead develop links with NHS stakeholders, employers and the corporate sector
- Lead the development of digital, e-learning and written training modules and materials in partnership with NHS, city employers and relevant agencies

VOCAL (Voice of Carers Across Lothian)

- Lead the development and coordination of training programmes tailored to a wide range of health settings and staff groups in Lothian

Management responsibilities:

- Assist with the selection of sessional trainers for locality based training, as required
- Lead the training and supervision of sessional trainers, as required

Administration:

- Oversee all bookings for training sessions and ensure up to date records of the training sessions, including training timetables and those attending
- Produce reports as necessary

Monitoring and evaluation:

- Lead on the development of systematic monitoring and evaluation of the training and produce quarterly reports for contract compliance
- Liaise with designated lead NHS Lothian managers and employer representatives to give and receive feedback on the training

Accountability, management and development:

The post holder will ultimately be accountable to VOCAL's Board of Directors. For line management, supervision and support the postholder will be answerable to a member of the Senior Management Team.

Emphasis is placed on team accountability and mutual support.

The post holder will be expected to carry out the duties of this post with due regard to Equal Opportunities and non-discriminatory practice.

Staff Development

VOCAL acknowledges its responsibility to help identify training needs of staff members and to allow reasonable time and resources for staff training, where such training furthers the duties and responsibilities of the post.

Conditions of service

The post will be based in the Edinburgh Carers Hub, 60 Leith Walk, Edinburgh EH6 5HB.

The post holder will be expected to carry out the duties of this post with due regard to Equal Opportunities and non-discriminatory practice.

The post holder is required to adhere at all times to any regulations and procedures which relate to the post. These include all statutory regulations (e.g. Health & Safety legislation) and specific procedures agreed for the project (e.g. policies on confidentiality).

Regular workdays and working hours will be agreed and some evening or occasional weekend work may be necessary, for which time off in lieu will be given.

The post holder qualifies for 28 days annual leave and statutory holidays on a pro rata basis.

VOCAL is committed to match a 6% pension contribution, rising to 8% after 5 years' service.

VOCAL will recognise the appropriate Trade Union.

Person specification

The person specification is a picture of experience, skills, knowledge and ability required to carry out the job. It will also be used for candidate selection in the short-listing and interview process for this post. Applicants should demonstrate on their application form how they meet the following essential criteria.

<i>Experience and education</i>		A/I/T
E1	... in the delivery of training	A/I
E2	... in the development of training material	A/I
E3	... of collaborative working with a wide range of agencies in the public and private sector & ability to develop good working relationships with carers and staff	A/I
E4	... in a community care setting including some work with carers	A/I
E5	... in IT communication, web, email and word processing packages	A/I
E6	Evidence of educational qualifications, may include qualifications in counselling or other person-centred training, community development, adult education, social work, health, education to university degree level, or other relevant qualifications	A/I
<i>Knowledge, Skills and Ability</i>		
E7	Knowledge of working with the corporate and/or healthcare sector (E3)	A/I
E8	Very good knowledge and understanding of training methods, development and delivery	A/I
E6	A thorough knowledge of community care and health issues (E4)	A/I
E7	A good understanding of the needs and situation of carers (E4)	A/I
E8	A thorough knowledge of how the statutory, voluntary and private sectors work and an ability to network with agencies and professionals across all sectors (E3)	A/I
E9	Excellent communication skills and ability to develop relationships with large and small employers across all sectors and a range of NHS staff (E5)	A/I
E10	Excellent listening, verbal and written skills and the ability to write reports (E5)	A/I
E11	Proven ability in organising, prioritising and managing own work	A/I
E12	Enthusiasm and commitment to sustain a programme of training	A/I
E13	Ability to help VOCAL to set, monitor and evaluate clear objectives for the org.	A/I
<i>Commitment to Equal Opportunities</i>		
E14	A good understanding of equality and diversity issues; a commitment to supporting people from hard-to-reach, minority or marginalised groups and the ability to adhere to VOCAL's Equal Opportunities Policy	A/I
<i>Special requirements</i>		
	None	
<i>E = Essential; D = Desirable Assessed by: A = Application; I = Interview; T = Test</i>		