

JOB DESCRIPTION

Job Title:	Training Co-ordinator
Organisation/Department:	The Larder West Lothian
Reports to:	Director of Training
Salary:	£22,000 TO £25,000 per annum

Introduction

The Larder is recruiting an experienced and dynamic Training Co-ordinator following a restructuring of the organisation. The Larder is West Lothian's largest Third Sector training provider offering an exciting opportunity to join a changing and growing training team. The post holder will be part of a changing team at the forefront of our successful social enterprise whose ultimate goal is to offer our trainees, customers and stakeholder exceptional service.

The Larder supports young people and adults with complex barriers to employment to move closer to or into work. We deliver training in our bespoke training academy, in schools and in community settings across West Lothian with plans to expand to other geographical areas.

Summary of main purpose of role:

The Training Co-ordinator post carries the full range of training responsibilities and is required to demonstrate an extensive range of knowledge, understanding and application of programme delivery, innovation and delivery strategies whether to Schools, Employability Fund or other training programmes. The role will be to provide all-round support to Learners in developing their knowledge and skills and facilitating access to appropriate training and employment progressions, in accordance with contractual requirements.

As a member of The Larder team you will be reliable, enthusiastic and capable of positive interaction in all of our training centres and remain consistent with our company ethos and focus. You will have excellent communication skills, a friendly and engaging personality and comfortable working with members of the public, staff and stakeholders. You will be a positive role model and engage with our trainees in a friendly and professional manner, with a positive attitude to working you will take responsibility for training learners.

Experience for the role is required and a willingness to participate in further development is essential.

The post is for 30 hours per week but you must be flexible and able to work additional hours when reasonably required. You must also be flexible in your delivery location with weekend and evening work required when necessary.

The post is rewarding and you will be part of a wider team that includes training and support staff based in various locations.

Travel outside the immediate Local Authority area may be required

Key Responsibilities:

Teaching/Managing a Positive Learner Journey

- Manage the Learner journey from referral through to positive progression to next step and completion of the Training Plan
- Plan teaching and learning to improve outcomes for all learners, and manage implementation ensuring learning is delivered in line with curriculum and programme requirements
- Lead by example to ensure the Learner journey is positive, including front line and workplace delivery wherever it is required – travel outside the immediate Local Authority area will take place
- Ensure professionalism to include daily checks on the learning environment, session preparation, ensuring learners are effectively engaged in learning
- Ensure that links are developed and maintained with Careers Advisors, Parents, Carers, Families, Colleges, Employers and alternative Providers for the benefit of our Learners
- Work towards and maintain a personal caseload of pro-rata 25 – 40 learners
- Achieve an achievement rate of 65%+ into positive destinations (50% of these to be sustainable Employment) on completion of Employability programmes and 75%+ Certification
- Ensure 90% achievement of certification by School students
- Work with all age groups
- Ensure that every learner completes an evaluation at the end of each course
- Gather information to evidence social impact as set out in work plan

Quality

- Set targets for Learners' participation, retention, achievement and progression with the Director of Training
- Monitor Learners performance according to agreed standards and targets and take necessary action to support and resolve according to performance levels on a weekly basis
- Day to day contractual compliance including all documentation relating to the programmes, ensuring the quality content, accuracy, validity and timely completion of Learners' start/leaver documents, Individual learning plans and progress reviews. Attendance records, placement health and safety documentation are all relevant and up to date
- Ongoing Curriculum development working closely with the Director of Training
- Develop and promote e-learning, use of ICT to the benefit of the learners
- Remain fully up to date on SQA qualifications system and be able to support all Learners

Leadership

- Liaise with all referring agencies on a regular basis to ensure contractual expectations are met
- Communicate centre priorities and performance to Learners on a regular basis to ensure clarity and consistency of direction
- Promote, implement and deliver our Equality and Diversity strategy
- Promote and implement safe working practices in line with our Health and Safety policy and operational manuals
- Ensure compliance with contractual, legal, regulatory, ethical and social requirements
- Inspire, encourage, empower and promote innovation and share best practice with team and Learners
- Support delivery of stakeholder events throughout the year
- Provide effective leadership, recruit, select, induct and maintain Learners
- Working with the Director of Training and Training Co-ordinator colleagues, develop a local Employer Engagement Strategy to ensure high quality learning opportunities for all our Learners, ensuring that placements meet health and safety requirements
- Source Job Opportunities in line with local skill gaps and Learner aspirations

Managing Self

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with the Director of Training to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Work closely with colleagues to ensure full use of available skill sets
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.

Undertake other duties that may be required to ensure effective and efficient operation of the centre.

This role will involve training, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to apply for a disclosure. A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children.

Standard Responsibilities for all positions in The Larder

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all Larder policies and procedures
- The Larder is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment.

Training Co-ordinator	Essential	Desirable	Method of assessment
Qualifications/ Training:			
PTTLS/CTTLS/DTTLS or other relevant teaching qualifications		✓	Application Form
Assessor Qualification	✓		Application Form
Internal Verifier		✓	Application Form or Interview
Experience			
A minimum of 1 year working on the Employability Fund	✓		Application Form and Interview
An ability to contribute to the development and delivery of curriculum strategies to meet the learning needs of young people and adults	✓		Application Form and Interview
A working knowledge of Employer Engagement Strategies		✓	Application Form and Interview
A working knowledge of progression to Contractual KPIs		✓	Application Form and Interview
Skills and Knowledge:			
Knowledge of training processes	✓		Application Form and Interview
Ability to manage external and internal relationships when dealing with performance issues		✓	Application Form and Interview
Effective communication and listening skills	✓		Application Form and Interview
Monitor, evaluate and challenge performance of Learners	✓		Application Form and Interview
Attributes / Other Requirements:			
Works for continuous improvement, is proactive and demonstrates perseverance	✓		Application Form and Interview
Coaches, supports and develops Learners and encourages the use of own initiative	✓		Application Form and Interview
Holds a current clean driving licence and has access to own transport		✓	Application form