



ROLE DESCRIPTION

Title:	Training Manager
Responsible to:	Head of Outreach
Salary:	circa £32,000
Status:	Full time (35 hrs) with occasional weekend/evening work to be expected.
Supervisory responsibilities:	None at present, but future developments may entail supervision of staff and/or volunteers
Location:	Home working until current restrictions are reviewed. Thereafter some attendance at Edinburgh office location and occasional travel required.

This is a key role for the organisation. The role brings a specialist into the team with excellent training and engagement skills. Knowledge of learning difficulties is essential, as are excellent technical skills. This role should build up the reputation of Salvesen Mindroom Centre as the first stop for training in support to neurodiverse families and the professionals who work with them. As Training Manager, you should also have the ability to build a training offer that will attract delegates from across the UK, and beyond. You should be willing to work with our management team to develop an income stream from our training activities.

Salvesen Mindroom Centre is going through an exciting period of change and growth as we move towards achieving our goal of becoming an internationally recognised centre of excellence in neurodiversity. We aim to help create a world in which no mind is left behind.

The starting salary will be in the range of £32,000, depending on qualifications, experience and aptitude for the role. We offer 25 days annual leave, plus 8 days public holiday. The charity operates a contributory pension scheme to which the employer contribution is currently 5%. Mileage allowance is 45p per mile for own car use. We have in place a confidential conversations service for all staff, currently provided by Crossreach.

The position is full-time, but flexible work patterns may be considered.



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Job purpose:	The role will extend the reach of Salvesen Mindroom Centre widely across Scotland, the UK and beyond and will create training resources that can be used in a range of settings and platforms. It will link with our Direct Help and Support services and research activities. In this role, the postholder will require to be ambitious on behalf of Salvesen Mindroom Centre and to build up a market for both our paid-for and free training activities. Central to the role is the requirement to develop an income stream and contribute to our international presence.
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Main duties and responsibilities:	<p>Research ongoing training opportunities and develop a robust and highly professional income-generating training programme</p> <p>Develop a market for our training activities, through existing contacts, but also by initiating new interest in our training offer</p> <p>Design, develop and deliver high quality training for parents and carers, as well as for professionals, policy makers and employers</p> <p>Lead on the creation of a portfolio of first-class digital resources such as webinars, MOOCs, e-learning, audio/visual presentations, Facebook Live events etc. accessible to a range of audiences and consumers</p> <p>Review our successful Train the Trainer workshops and update as necessary</p> <p>Liaise with partners in education, health and social care, justice and the third sector to identify the areas where our work will have the most impact</p> <p>Respond to ad hoc requests for training/awareness raising: part of the role will involve managing requests for awareness raising of SMC activities and services and liaising with colleagues to deliver these</p> <p>Ensure our training is of a standard to be accredited for various professional groups such as teachers</p> <p>Monitor and report on engagement event take-up and outcomes and identify the potential for wider collaboration</p>
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	<p>Contribute to team development and undertake personal CPD as appropriate</p> <p>Contribute positively to the wider work of Salvesen Mindroom Centre</p>
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Person specification

		Essential	Desirable
Education and qualifications	Further qualifications, degree or similar (Relevant working experience will be considered)	√	
Experience	Extensive experience of designing and delivering high quality training/engagement events to a range of audiences	√	
	Ability to design first class training materials in a range of formats suitable for in-person and digital delivery	√	
	Expertise in engagement with parents and carers or if not then strong evidence of the ability to do so		√
Knowledge	Knowledge or understanding of learning difficulties/neurodevelopmental conditions, disability and equalities	√	
	Knowledge of relevant legislation and policy		√
	Knowledge or experience of education health and social care systems		√
Skills	First rate communication, organisational skills and time management	√	
	Ability to initiate contact with potential clients (paying and non-paying) for our training activities and develop excellent working relationships	√	
	Strong IT and office-based skills	√	



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	Ability to introduce/ learn new technological systems	√	
Personal Attributes	Ability to be flexible	√	
	Can work on own initiative and within a team	√	
	Strong interpersonal skills	√	
	Ability to build effective relationships with colleagues and with a wide range of external stakeholders	√	
Other	Clean driving licence and use of a roadworthy car.		√
	A satisfactory PVG check (post offer of employment)	√	