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| Icon  Description automatically generated | **GCA****14 North Claremont Street****Glasgow****G3 7LE** |

### JOB DESCRIPTION

**JOB TITLE: Training and Development Officer**

**Salary: £21,750 - £23,750 pro rata**

**Hours: 17.5 hours per week including evenings and weekends**

 **Flexible working,**

#### MAIN FUNCTION / RESPONSIBILITY: The Training and Development Officer will develop, coordinate, deliver and evaluate a range of training programmes and support GCA managers, staff and volunteers in developing the GCA training strategy.

#### REPORTING RELATIONSHIPS: The Training and Development Officer reports to the Training Manager and will sit within the Training Department.

#### KEY RESULT AREAS:

* To establish training programmes both internally and for customers
* To deliver Alcohol Brief Intervention Training and Training for Trainer courses for identified groups.
* To deliver Trauma informed training to identified groups
* To deliver Trauma informed workforce development programmes to identified groups
* To develop, deliver and support GCA core competencies and induction training of staff and volunteers
* To manage and support GCA Continuous Personal Development Calendar
* To develop and deliver city wide training as requested by external partners
* To develop and deliver training within the health at work strategy
* To deliver external GCA training as part of GCAs business development
* Monitor and evaluate all training.

#### MAIN DUTIES

#### Support staff and volunteers to develop their knowledge and skills

#### Prepare all materials and handouts for training programmes

#### Deliver high quality monitored training internally and externally

#### Support and develop GCA wider training strategy

* Accurately record and maintain data using the systems in place.
* To provide reports as per agreed schedules
* Liaise closely with GCA team leaders and managers to identify gaps in staff training.

#### PERSON SPECIFICATION

**E = Essential D = Desirable**

**QUALIFICATIONS**

* + Degree level qualified D
	+ Training qualification E
	+ Clean current UK driving license D

#### SKILLS

* + Good written and verbal communication skills E
	+ Good interpersonal skills E
	+ Planning and co-ordination skills E
	+ Ability to engage with groups of people across age ranges E
	+ Presentation skills E
	+ Ability to develop and deliver a range of training programmes and support resources E
	+ Team working skills E

#### EXPERIENCE OF

* + Working in a community setting D
	+ Education, training and delivering presentations E
	+ Inter-agency and partnership working E
	+ Enabling community participation E

#### KNOWLEDGE OF

* + Addiction issues D
	+ Social model of health E
	+ Motivational interviewing and Alcohol Brief Intervention techniques D
	+ Trauma and trauma informed approaches D

#### PERSONAL ATTRIBUTES

* + Proactive E
	+ Self-directed E
	+ Self-motivating E