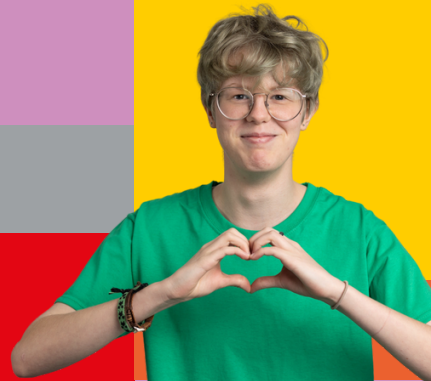


THE LARDER

TRAINING COORDINATOR

INFORMATION PACK



The Larder West Lothian
Registered Charity SC042554
Company Number SC404466
www.thelarder.org

**Fighting Poverty and Hunger
with Dignity.**

**We recognise that education is
critical and food is empowering
in supporting disadvantaged
people to transition from
surviving to thriving.**

**We solve tomorrow's problems,
today.**

ABOUT THE LARDER

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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MISSION

OUR VALUES

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



TRANSFORMATION

We believe in the power of learning and food to create change for individuals



COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



COLLABORATION

We recognise the importance of working with others to achieve change



HONESTY

We act with honesty in leadership, decision making, policies and practice



QUALITY

We provide high quality services supporting those most vulnerable in society.

ROLE PROFILE

Job Title: Training Coordinator
Reports To: Director of Training
Contract: Temporary - Maternity Cover 12 months
Hours: 37.5 hours per week - Monday to Friday (evenings and weekends may be required on occasion for events)
Salary Scale: Grade 6 - £26,135 per annum
Location: Livingston Village, travel to other sites may be required

Closing Date: Sunday 18th February 2024

Shortlisting Date: Monday 19th February 2024

Interview Dates: WC 26th February 2024

Do you want to work for a social enterprise that thrives on making a difference to the lives of the most disadvantaged young people, adults and communities?

Are you passionate about all people being able to reach their full potential and generating creative solutions to the barriers they face?

We are recruiting an experienced and dynamic Training Coordinator to join our amazing training team and deliver a range of one to one and group work learning in West Lothian and neighbouring areas. The role is instrumental in the continued development of our training academy for young people and adults who experience complex and multiple barriers to reaching their full potential.

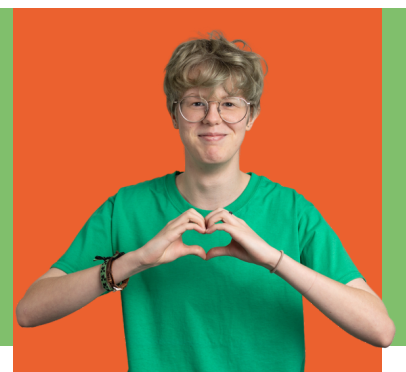
Last year we supported 350 learners with 100% telling us they were more confident, 93% gaining qualifications and 81% reaching a positive destination.

We are a small, friendly can do team and we are sometimes all hands on deck, so you need to be flexible and willing to contribute to the success of the whole organisation.

As a member of The Larder Team, you will be

reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues 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.

The post is for 37.5 hours per week between Monday to Friday from 8:30am - 4:30pm however flexible working will be considered for the right candidate. Travel around West Lothian to our other locations is required with some travel outside the immediate Local Authority area may be required. Experience for the role is required and a willingness to participate in further development is essential. The post is rewarding and you will be part of a wider team that includes training and support staff based in various locations.



JOB DESCRIPTION

Main Duties & Responsibilities:

- Project manage the learner journey including development, planning, promotion, recruitment, interview, undertake initial assessments, induct participants when they start, delivery, monitoring, evaluation and progression
- Develop and deliver group work and one to one sessions that enable learners to build confidence, develop skills and relationships and make informed lifestyle choices that will have a positive impact in their lives
- Work collaboratively with colleagues and partners to incorporate a range of activity into programmes, such as health and wellbeing, fitness, relationships, social and personal development.
- Deliver SQA assessed units as directed
- Maintain all assessment and administrative records in line with SQA requirements and deadlines, ensuring that quality criteria is met at all times
- Report on progress against targets, capture monitoring and evaluation data and provide case studies, testimonials and other relevant materials.
- Keep up-to-date with labour market information to enable participants to make informed choices about the world of work
- Work in partnership with other local organisations to maximise opportunities for participants
- Identify and promote signposting opportunities if required for learners
- Actively promote opportunities through attendance at recruitment / information sessions
- Ensure that all associated paperwork, data management and report writing is done accurately and on time
- Develop relationships with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society
- Develop and maintain partnerships with public, private and third sector organisations to ensure that our learners have every opportunity to develop their personal, social and educational ability.
- Shared responsibility for capturing feedback from young people and stakeholders of the difference our learning makes.
- Adhere to all health and safety procedures to ensure safe and healthy learning
- Any other duties as may be reasonably required

Managing Self:

- Time manage self and be able to balance conflicting demands and tight deadlines
 - Work with line manager to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
 - Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.
 - Work closely with colleagues to ensure full use of available skill sets and resources to ensure best quality of services.
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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.
- Ensure that The Larder values are lived out by staff and young people
- 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.

Practical Requirements:

- Current driving licence and access to a car for work travel purposes is desirable as travel may be required between Larder sites
- Able to work flexible hours and location as required

This role will involve engaging with young people and you will take part in training, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to be a member of the PVG scheme.

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.

This post will be subject to a successful disclosure application.

Staff Benefits:

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

To apply for the post, please send a tailored CV and covering letter to the post to recruitment@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.

Requirements	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Qualified to degree level or relevant experience 	
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with people • Understanding how to establish boundaries, challenging behaviour and de-escalate conflict • Ability to identify and address complex needs of an individual, enabling sustained engagement, barrier removal and progression • Skilled in supporting individuals to build their personal resilience • The importance of safeguarding in providing a safe environment for young people • Target driven and experience of monitoring projects to ensure outcomes are being achieved • Experience in developing and delivering a programme of group work/training that build skills 	<ul style="list-style-type: none"> • Experience of working with people in an employability context • Awareness of the issues of widening access to employment for vulnerable people • Experience of casework, including goal setting, action planning and barrier removal work • Knowledge of Trauma informed, Adverse Childhood Experiences and Restorative Approaches of working with young people • Assessor qualification
Skills	<ul style="list-style-type: none"> • Good communication skills, both written and verbal • Ability to listen to and engage with young people in a positive, supportive, and challenging way. • Ability to work as part of a team to an agreed action plan. • Ability to handle sensitive issues with tact & diplomacy. • Ability to develop and hold professional and positive boundaries with young people. • Strong IT skills 	<ul style="list-style-type: none"> • Ability to develop and implement menu and new product ideas • Strong IT skills
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated with a 'Can do' attitude • An ability to remain calm and maintain a positive outlook whilst working under pressure. • To be able to work as part of a wider team. • Flexible and adaptable to the needs of the young people • Creative & Innovative • Commitment to continued learning and development. • Promotes equal opportunities • To be able to work outdoors when required. 	<ul style="list-style-type: none"> • Full clean driving license

THE LARDER

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