

Job Description – Trainer/Assessor - Inclusive Trading CIC

Post: Fixed-term for 18 months

Grade: £30,000 (full-time equivalent based on 37.5 full-time hours)

Hours: 20 hours

Location: Home working with travel

Accountability:

The post holder will report directly into the Training Manager but will work closely with the Director of Business Development & Quality as the post works across multiple delivery contracts.

Special conditions of service:

The role will require some travelling and overnight stays when required.

Role Description:

The role of the Trainer/Assessor is responsible for the delivery of training and assessing across the organisation. This includes building relationships with key stakeholders, ensuring all training and assessing is delivered on time and to a high quality. Working with the wider team to maintain high quality and develop training opportunities to support the organisation's mission.

Key Responsibilities:

- Efficient and effective operation of the delivery of training, using both online and face to face options.
- Prepare/adapt appropriate teaching materials.
- Identify/assess the needs of learners and if necessary, adapt course content and delivery style to meet these needs. Deal appropriately with individual learner support needs, using the appropriate forms and recording the required evidence as per the guidelines provided.
- Discuss learning outcomes or moderation requirements with learners as the course proceeds.
- Evaluate the effectiveness of learning.
- Offer advice on further learning and progression opportunities to learners as required.
- Ensure that all required paperwork, including enrolment forms, learning outcomes forms, and other registration forms and course registers, including the tutor's report and claim forms are completed and returned to Director of Business Development & Quality, within two weeks of the end of the course.
- Assist with development of the provision to ensure the programme is up to date
- To assess learners as part of their relevant qualification to ensure the successful outcome in line with contractual requirements and targets.
- Prepare, agree and review assessment plans with each learner. Build and assess learner portfolios to agreed target standards and ensure they are submitted on time.
- Provide support and undertake assessments and provide feedback on performance to learners.
- Efficient and effective operation of the assessment process and relating to quality and the requirements of the awarding body representatives.
- Discuss learning outcomes or moderation requirements with learners as the course proceeds.
- Complete Supported Employment Quality Framework Model Fidelity external assessments as a Lead Assessor.
- Support the Director of Business Development and Quality and the Training Manager in ensuring high quality delivery, through standardisation, Observations of Teaching and Learning, revising training resources etc.
- Support with development of training for Inclusive Trading.

This list is not exhaustive, there is scope within the role for the post holder to identify and establish other areas of work that meet both the business needs of the organisation and the interests/strengths of the post holder.

Person Specification

	Essential	Desirable	Evidence
Qualifications		• Level 4 qualification in teaching, coaching or training • Level 3 qualification in Assessing If you do not hold the qualifications in the desirable you must be willing to complete these qualifications within 1st year of appointment.	Certificates / Application / Interview
Experience	• Extensive experience of designing and delivering a range of training • Experience of assessment work • Experience of Internal Quality Assurance • Proven track record of meeting targets • Experience of working within Supported Employment	• Experience of developing and delivering training in supported employment • Experience of accessibility tools	Application/CV Interview
Skills and strengths	• Excellent written and verbal communication skills with a range of internal and external stakeholders. • Excellent presentations skills • Diplomacy skills • Good time management • Good numeracy skills, including timings • Good literacy skills, including writing resources for training delivery • Good problem-solving skills • Excellent customer service skills • Skilled in a use of a variety of ICT software and equipment • Attention to detail • Team-working skills • Ability to work under pressure • Ability to understand and challenge discriminatory practice • Excellent PowerPoint skills	• Ability to use CRM software	Application/CV Interview
Knowledge	• Good knowledge of the supported employment environment • Good understanding of Government policy and drivers regarding supported employment • Good knowledge of ICT systems, including Office packages	• Understanding of accreditation procedures	Application/CV Interview
Interpersonal	• Compassionate • Passionate about employment outcomes for Disabled, Neurodivergent and Disadvantaged people. • Collaborative Working • Self-confident and driven • Contribute to a positive and inclusive working environment • Committed to the Supported Employment Values		Application/CV Interview
	• Ability to work flexibly • Ability to travel		Application/CV Interview