

JOB DESCRIPTION

Title:	Training Development Worker
Location:	Blackpool
Hours:	18.5 hours per week
Contract Type:	4 years FTC (Subject to funding)
Salary:	£21, 706
Reporting To:	Project Co-ordinator



Key Purpose

Working on our new Big Lottery Funded “Women’s Wellbeing” Project, our Training Development Worker will work collaboratively with women to develop and deliver an effective programme of training to improve emotional wellbeing.

Main Responsibilities:

- Development of training programmes, drawing on appropriate skills and qualifications in the preparation of training materials.
- Working with service users to inform the development of training programmes.
- Delivery of appropriate and effective training programmes.
- Working with the Peer Support Development worker in the development of Peer Facilitator Training (providing training oversight and expertise).
- Volunteer management in relation to group support and progression opportunities.
- Co-ordinating the delivery of Appreciative Inquiry Training (delivered by Appreciating People) and the co-production, testing and roll out of a Wellbeing Journal.
- Working with the Project Co-ordinator to ensure all reporting and data capture requirements are met.

Generic Responsibilities:

Teamwork

- Assist others in completing their work
- Contribute to a positive work environment and promote teamwork
- Effectively coach/counsel others

Relationships

- Increase client/customer or user satisfaction
- Lead/participate in people initiatives
- Establish or expand relationships with key individuals
- Participate in relevant internal and external working groups/projects, services and initiatives
- Establish and build effective working relationships with key agencies and partners.

Organisational Responsibilities:

- Support excellent delivery across work streams and working collaboratively with the Project Co-ordinator and other staff.
- Modelling good practice to creating a professional culture.
- Be supportive of organisational change and understand the need for change/ flexibility.
- Participate in compulsory activities for example, team meetings, development days.
- Adhere to organisational policies.

Promoting Equality and Diversity:

- Treat all staff, volunteers and service users fairly.
- Ensure equal access to opportunities to enable team members/ colleagues.
- Create an inclusive culture for all.
- To carry out such other duties as may be required in line with the nature of the post.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

PERSON SPECIFICATION

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Qualifications	Educated to undergraduate level or equivalent level of work experience in relation to mental health or third sector.	Essential
	Training qualification.	Essential
Experience	Minimum of 2 years work experience supporting people within relevant work areas.	Essential
	Planning and writing effective training materials.	Essential
	Voluntary sector work experience with vulnerable communities.	Desirable
	A gender specific approach to service delivery.	Desirable
Skills and understanding	Good understanding of how to improve wellbeing through group work.	Essential
	Mental health knowledge and skills in relation to supporting service users with this.	Essential
	A motivational person who can inspire others.	Essential
	Good organisational and administrative skills including a good	Essential

	knowledge of Excel and other IT packages.	
	Is non-judgemental and understands the importance of equality and diversity at all levels of work.	Essential
	Can deliver work to a high standard and demonstrate a professional approach.	Essential
	Excellent interpersonal skills along with a high level of written and verbal communication skills.	Essential
	Confident in handling safeguarding issues and implementing risk assessment procedures.	Essential
Personal Attributes	Team focused	Essential
	Enthusiastic and approachable	Essential
	Shared values with LWC	Essential

Closing Date: Tuesday 31st July 2018 (10am)

Applications to Recruitment@womenscentre.org