

Job Title: Employability Trainer	Pay Grade: £25,000-£28,694
Normal Place of Work: Hull with travel to other HCUK sites as required.	Line Manager: Team Leader

Role Summary:

The post holder will be required to work across the HCUK Training Division as required.

The post holder will need to be innovative, delivering a wide range of Employability and vocational training at a range of levels leading to success rates above National Average and high levels of Learner progression.

Ensuring the timely, accurate and compliant completion of paperwork, including learner eligibility, attendance and contact records, individual action plans and learner exit and outcome documentation.

The position requires flexibility, enthusiasm and the ability to work as part of a wider team, training learners who are unemployed and supporting their access to further development, training and progression routes.

Principal Accountabilities:

1. To deliver a high quality training provision of various Employability Skills inclusive of Vocational/IT training programmes tailored to the needs of the local labour market.
2. Delivery of training at a range of levels leading to success rates above National Average while embedding English and Maths to the training.
3. Work closely with the Team Leader to plan learner needs and deliver appropriate training programmes in line with HCUK contracts and business plan
4. Carry out the Initial Assessment and ILP development for learners as required for each training programme.
5. To update, as required, all relevant training documentation including schemes of work and training plans, and to ensure all learner files are compliant.
6. Assessment of the learner portfolio to ensure that the portfolio meets the appropriate standard.
7. To support the department in achieving excellent retention, attendance and punctuality rates.
8. Ensure regular progress reviews are completed with learners and documented on action plans.
9. Identify and adapt to differing learnings styles with use of group and 1-2-1 formats and a variety of training materials and interactive resources.
10. Positively influence and motivate learners in order to enable them to exceed their potential and identify opportunities for a positive outcome, via further accredited training, employment or an adult apprenticeship
11. Working with other team members to continually evaluate the training programmes offered, working to improve as and where necessary based on regular Employer, Stakeholder and Learner feedback.

12. Meet all necessary requirements of awarding bodies for accredited provision and carry out internal verification and assessments where appropriate, ensuring all documentation is completed and retained according to HCUK quality standards
13. Responsibility for accurate completion of documentation and preparing relevant information for internal / external audits
14. Embed Equality and Diversity throughout the entire provision
15. Actively contribute to the management of own learning and development identifying own key strengths and learning along with areas for improvement and sharing best practice across the HCUK division.
16. Complete all administration in line with the learner journey as required.

Key Relationships:

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Training Staff and Team Leader 	To work closely with Training staff and the Team Leader within the area to ensure effective and learner responsive delivery.
<ul style="list-style-type: none"> • Quality Team 	To work closely with the quality team to continuously evaluate the provision and help to drive any improvements within our training department.
<ul style="list-style-type: none"> • Learners 	To ensure learners are engaged and that learner feedback is acted on to develop and improve provisions.

Generic Responsibilities

- To represent and promote the HCUK Resourcing both internally and externally.
- Ensure that HCUK Resourcing and its internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the service level agreement
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with HCUK Resourcing policies,
- Promote innovation
- To undertake other duties commensurate with the job level
- To undertake appropriate staff development to meet the demands of the post.

Person Specification – Employability Trainer

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Preparing to Teach in the Life Long Learning Sector or willing to work towards (PTTLS)	✓		AF / Cert
GCSE or equivalent in Maths and English.	✓		AF / Cert
A Level or equivalent in Maths and English		✓	AF / Cert
Relevant Industry Experience and/or qualifications		✓	AF / Cert
CELTA or TEFL Qualification		✓	AF / Cert
Relevant IAG Qualification		✓	AF / Cert
Evidence of commitment to personal development and continuous improvement	✓		AF/Cert
Equal Opportunities training		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Recent and relevant experience of working in a similar role	✓		IV / AF
Experience of working in a fast paced environment, autonomously and the ability to work to deadlines and meet targets	✓		IV / AF
Proven competence of delivering government funded programmes		✓	IV / AF
Experience of assisting in preparing and delivering training programmes to the unemployed	✓		IV / AF
Experience in dealing with a challenging client group with a wide variety of barriers from diverse backgrounds.		✓	IV / AF
Experience of matching clients to suitable work placement opportunities, focused advice, guidance and support.		✓	IV / AF
A knowledge and commitment to safeguarding and promoting the welfare of young people and/or vulnerable adults	✓		IV / AF
Knowledge and Understanding of the Data Protection Act	✓		AF/IV
SKILLS AND ABILITIES			
Able to work as a team member, liaise with employers and other external bodies.	✓		IV / AF
Highly developed oral, written and presentation skills	✓		IV / AF
Able to work with learners of all ages at mixed levels of ability in training and one to one situations.	✓		IV / AF
IT competent (be willing to undertake L2 qualification if the applicant doesn't currently hold one.)	✓		IV / Cert / AT
Innovative with ability to inspire and motivate others.	✓		IV / AF
Enthusiastic and positive.	✓		IV
Possesses a high level of interpersonal skills	✓		IV / AF
Excellent organisation and prioritising skills	✓		AF/IV
Ability to work to deadlines and achieve demanding outcomes	✓		IV / AF
Ability to work flexibly, including evening and weekend work if required	✓		IV / AF

*Key to how skills are assessed:

AF = Skill assessed via application form

IV =

Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert =

Certificate checked at interview