



Education & Skills
Funding Agency

Job Title: Direct Delivery Trainer across multiple sectors Fixed term position until July 2021	Pay Grade: £28,694
Normal Place of Work: Lincoln with frequent travel to external sites and businesses across Greater Lincolnshire	Line Manager: Direct Delivery Team Leader
Role Summary: The development and successful delivery of sector specific training programmes to the one or more of the Greater Lincolnshire LEP priority sector on the ESF Skills Support for the Workforce contract for both accredited and non-accredited provision, including bespoke employer led programmes. HCUK training are looking to recruit trainers in the following areas: <ul style="list-style-type: none">• Hospitality• Business admin• Customer Service• Management• Lean Management• Logistics• Retail Example courses we are looking to offer include diplomas in Team leading, Retail, Customer Service, Business Admin, Management and Hospitality at levels 2 and 3. We are not limited to these areas and would consider other areas of delivery. Supporting learners through delivery of high quality teaching, learning and assessment, relevant information, advice and guidance and 1-2-1 support where needed to achieve individual goals and learning aims. Support learners to access further development opportunities and progression routes including further accredited learning or adult apprenticeship opportunities. Ensuring the timely, accurate and compliant completion and submission of paperwork into the Learner Management System, including learner and employer eligibility, learner attendance and contact records, individual learning plans and learner exit and outcome documentation.	

Principal Accountabilities:

1. Work closely with the Team Leader to plan learner needs and deliver appropriate training programmes in line with the ESF contract and business led training plan

2. Continuous improvement and development of training courses and materials i.e. schemes of work, structured lesson planning and timetable management as required to deliver sector specific programmes that have minimal negative impact on the businesses we are supporting with regards to downtime and productivity.
3. Delivery of individualised IAG in advance of training, to understand levels of learning, learning styles, learning aims and to ensure any other individual requirements are assessed
4. All Health & Safety requirements are in place including any necessary risk assessments that may be needed in relation to the learners attending the provision
5. Ensure regular learner reviews are completed and documented on individual learning plans on a 1-2-1 basis as required by the SSW delivery plan
6. Identify and adapt to differing learning styles with use of group and 1-2-1 formats and a variety of resources
7. Positively influence and motivate learners in order to enable them to exceed their potential and identify opportunities for further skills enhancement, via further accredited training or an adult apprenticeship
8. Liaising with other team members to plan co-ordinate and review learning activities to ensure effectiveness and ESF contract compliance.
9. Working with other team members to continually evaluate the programmes and work to improve as and where necessary based on regular Employer and Learner feedback.
10. 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 group quality standards.
11. Responsibility for accurate completion of documentation and preparing relevant information for internal / external audits.
12. Embed Equality and Diversity throughout the entire provision.
13. 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 SSW contract.
14. Keep all learner files compliant in line with ESF Funding Guidance, up to date and secure as per company security requirements.
15. Keep the Learner Management System updated at all times to ensure progress on participants can be monitored and evaluated.
16. Achieve a minimum of Good or equivalent in all internal and external inspections, monitoring visits and observations in line with the Common Inspection Framework.
17. Actively participate in all staff meetings as required.
18. Complete any other duties as reasonably requested by your Line Manager.
19. To meet and exceed income targets, ensuring income is maximised through creative delivery models and succession planning.
20. To increase caseload through learners progressing onto additional qualification, recruitment of new learners or development of new training courses.

Key Relationships

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

• Team Leader	Maintaining a strong communicative relationship to ensure full understanding of progress in relation to delivery and contractual objectives.
• Business Consultants	Working closely to gain an understanding of business training demand and sector specific requirements.

• SSW Operations Manager	Develop and maintain regular communication in order to be aware of business needs and resourcing plan in order to deliver the project in line with contractual objectives.
• Quality Team	To work closely with the Quality team to support any necessary improvements to teaching, learning and assessment.

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 Division
- 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

Person Specification – Trainer

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE Maths and English (or equivalent) with a minimum Grade C.	✓		AF/Cert
Level 3 Subject specialism (minimum)	✓		AF/Cert
Appropriate Training Qualification	✓		AF/Cert
Appropriate Assessing Qualification	✓		
Internal Verifier Qualification		✓	
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	✓		AF/IV
Experience of working in a fast paced environment, autonomously, and the ability to work to deadlines and meet targets	✓		AF/IV
Proven competence of delivering government funded programmes and knowledge of ESF		✓	AF/IV
Industry related experience in specified sector or with an employer engagement based role	✓		AF/IV
Experience of Audit and inspections and knowledge of working to the Common Inspection Framework Standards	✓		AF/IV
Knowledge and Understanding of GDPR	✓		AF/IV
SKILLS AND ABILITIES			
Excellent verbal and written communication skills	✓		AF/IV
Strong IT skills	✓		AF/IV
Excellent organisation and prioritising skills	✓		AF/IV
Ability to inspire and motivate others	✓		AF/IV
Ability to work on own initiative or as part of a wider team	✓		AF/IV
Full driving licence and ability to travel to locations to support learning	✓		AF/IV
Ability to work flexibly, including evening and weekend work as and when required	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV =

Cert =

Skill assessed via interview

Certificate checked at interview