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| **Job Title** | Trainer – Learning and Development  |
| **Responsible to** | Learning & Development Business Partner |
| **Responsible for** | Delivering training within specified region |

**Your role**

Under the guidance of the Learning and Development Business Partner, to work with the assigned services to deliver training and ad hoc coaching in line with service needs and the legal requirements in Social Care for employees, bank workers and volunteers. This role requires regular travel working peripatetically across the region.

# Your responsibilities

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| **Quality:** We provide the best quality service so the people we support can achieve their goals.  |
| * To strive to produce high quality outputs and interactions both for the people we support and each other.
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| **Influencing:**We use our influence to ensure we champion those we support, highlight the prevalence of sight problems, associated concerns and the right to access practical support and achieve the best organisational outcomes. |
| * Act as an ambassador for the organisation by ensuring your own networks are aware that people with learning disabilities are more likely than others to have sight problems. Encourage others to consider and recognise signs and symptoms of sight problem and to take action.
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| **Sustainability:** We each take accountability for the sustainability of our organisation investing our skills, passion and expertise to ensure we are current and relevant and effectively meet the needs of more people. |
| * To take responsibility for using all our resources wisely and monitoring the efficiency of our services, ensuring that our services are always adapting to meet the needs of the people we support.
* Monitor the impact and effectiveness of training through the evaluation and feedback from course participants and evaluation in the workplace.
* Produce monthly E-learning and activity reports for the Learning and Development Business Partner and contribute to ad hoc reports for the Learning and Development team
* To assist in maintaining a safe working environment and to follow the requirements of SeeAbility’s Health and Safety Manual (policies and procedures) and any local codes of set working practices.
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| **Talent:** We recognise the contribution of our colleagues and achieve more using each others’ skills, values and commitment. |
| * Act as an ambassador for the organisation, actively seeking and engaging with talent within your own networks and those of friends and family who could contribute towards our mission and objectives.
* Working with the Learning and Development Business Partner in the planning and preparation of an in-house training and development programme for the assigned region.
* To support the service managers in supporting their staff in completion of

the Care certificate* Liaising with the People Development Coordinator to ensure the proper administration of training events, including the physical training resource, preparing course information for internal and external circulation and of any externally based training provision.
* To support the Learning and Development Business Partners In conjunction with the service managers in developing an annual Training Needs Analysis and continuously review this with the service managers to decide priority.
* Assist the Learning and Development Business Partner in developing, designing and delivering new or modified courses for inclusion in the in-house training programme.
* Assist service managers in supporting employees with performance management objectives that have identified a training need.
* In conjunction with the service manager and as part of supporting the induction process, ensure that all new employees complete the Care Certificate assessment tool.
* Provide coaching to employees who require additional support or a different method of training to achieve the Care Certificate competencies.
* Maintain training skills and seek out alternative methods of training and development, supporting and advising managers on the development of their staff, volunteers and providing training solutions to meet those needs.
* To assist in developing systems to facilitate the most effective use of training resources, including the involvement of the people we support.
* Liaise with the People Development Business partner regarding the promotion, co-ordination, development and achievement of professional qualifications within SeeAbility
* Assist the Learning and Development Business Partner with the on-going requirements for the continuation of the Investor in People Award.
* Role model leadership qualities and effectively promote SeeAbility’s vision, mission and values
* To undertake such other duties commensurate with the role of the Learning & Development Business Partner.
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| **Partnerships:** We work in partnership with each other and external organisations and individuals to achieve our goals and strengthen the impact of our organisation and those who help us achieve our objectives. |
| * To talk passionately about our work, sharing stories about the difference it makes and reach out to individuals, companies or groups you know that might be able to support our cause either financially or by volunteering for us.
* Promote equal access to training and development to everyone.
* Research and network with other training organisations regarding employees, volunteers learning and development.
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**Your knowledge, experience, skills and values**

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| **Knowledge & qualifications** | * Professional Training Qualification
* Assessor qualified or willing to train
* Internal Verifier qualified or willing to train
* Understanding of how learning and development can contribute to organisational objectives, including the training implications of organisational change
* Understanding of the Health and Safety training needs for staff involved in providing support and personal care to adults with a visual impairment and additional disabilities
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| **Experience** | * Proven experience of developing people’s knowledge, skills and behaviour in a social care sector
* Experience and ability to organise and deliver tailor-made training events and programmes to all levels of managers and staff
* Experience in and ability to develop modern innovative training strategies within budgetary limits
* Experience in assessing and understanding staff and manager learning and development needs and providing creative training events as a result
* Experience of Health & Social Care diplomas
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| **Skills & personal attributes** | * Excellent presentation, communication and interpersonal skills
* Ability to use PowerPoint and Word for preparing and presenting training materials
* Ability to effectively monitor and evaluate training using good analytical and organisational skills, and provide appropriate solutions for any problems identified
* Ability to use initiative and work effectively both as an individual and as a member of a team
* Ability to work under pressure and meet deadlines with a flexible approach
* A professional approach to problem solving
* Ability to continuously develop as a learning and development specialist
* Ability and willingness to work flexibly and to drive to other sites to provide training which will occasionally require overnight stays
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| **Our Values** |
| **We are Brave** | * We believe in being different: We seek new ways of working, thinking and ideas. We want to be extraordinary.
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| **We are Passionate**  | * We want to make a difference. We work as a team to improve for the greater good, not only for the people we support but for our team and SeeAbility as a whole. We are completely committed to each others success.
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| **We are Creative**  | * We are enablers. We create solutions by thinking and acting differently. We break down barriers. We don’t see rules as boxing us in, but as the norms that evolve with us on our way to being the best.
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| **We do what is right** | * We lead by doing the right thing. We are dependable and believe in delivering on commitments and using sound judgement and common sense to determine what is right.
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