

Job Title:	IN-HOUSE TRAINER/TUTOR	Job Category:	EDUCATION & TRAINING
Department/Group:	Training & Development Dept	Job Code/ Req#:	BWSE/TRAINUT/JD001
Level/Salary Range:	Co-directors or BWSE leader's role	Position Type:	PART TIME
Applications Accepted By:			
E-mail: Bookingswithvp@gmail.com For the attention of: Leadership		Responsible to: CO-DIRECTORS	
Job Description			
JOB BRIEF The suitable candidate will help all staff (associates, fellows, any other workers) to cultivate their skills and knowledge. Their job is to equip staff with the knowledge, practical skills and motivation to carry out their work activities effectively. You'll take a strategic approach to training, assessing the skills and knowledge within the organization of BWSE staff and determining what training is needed to grow and retain these skills for staff to perform their roles with excellence. There will be times in which you will support learners who lack study skills needed to complete their training on the Academy. You'll either deliver the training yourself or arrange for a third-party trainer to do it			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none">• Identify the training and development needs within BWSE through the Job roles allocated to each staff member, appraisals and regular consultation with fellow leaders and directors of BWSE• Lead in the design, development and adaptation of training materials and resources to upskill BWSE staff• Manage training projects• Supervise the work of a team• Design and expand training and development programmes based on the needs of the organization and the individual• Plan and assess the 'return on investment' of any training or development programme to BWSE• Develop effective induction programmes for new staff• Monitor and review the progress of trainees through questionnaires and discussions with managers• produce training materials for in-house courses related to staff development in their job role• create and/or deliver a range of training methods (i.e. classroom, online and blended learning)• manage the delivery of training and development programmes• ensure that statutory training requirements are met• evaluate training and development programmes• amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment• work closely with and influence senior leaders• build training programmes from scratch (from the initial idea through planning, implementation, review and outcomes analysis) and delegate work to other members of the organization			
CRITERIA			

	ESSENTIAL	DESIRABLE
Full TDLB qualification or equivalent	E	
IT level 3 qualification or above	E	
3 years' experience in ministry work	E	
Up to date DBS check	E	
Excellent Interpersonal skills	E	
Good attention to detail	E	
Ability to work under pressure	E	
Ability to work as part of a team	E	
Good organizational & diary management skills	E	
Good written communication skills		D
Ability to engage with the public and professionals at all levels	E	
Excellent Presentation skills	E	

ADDITIONAL NOTES

None

VARIATION CLAUSE

This is a description of the job, as it is constituted at the date shown. It is the practice of BWSE to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

Reviewed By:	Adel Pinnock
Approved By:	Adel Pinnock
Last Updated:	17/7/2022