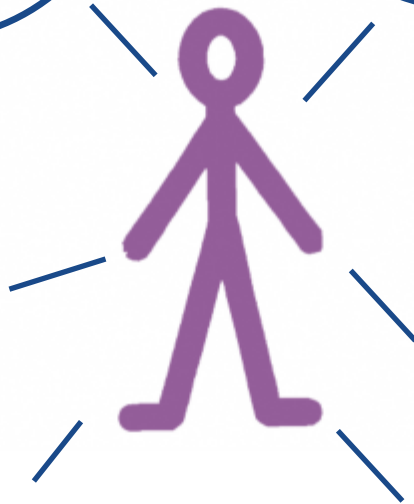





# people first forum

giving a voice to people with learning disabilities

## Job Description for Training Coordinator/Facilitator



# Job Description

<b>Job Title:</b> 	Training Coordinator/Facilitator
<b>Purpose of the job:</b>	To coordinate all our training. Supporting and co-delivering with autistic people and people with learning disabilities.
<b>Supervised by:</b>	People First Forum Managers.
<b>Supervisory Responsibility:</b>	Supporting the autistic people and people with learning disabilities that you co-deliver with, but not full supervisory responsibility.
<b>Salary scale:</b>	£15.90 per hour
<b>Hours:</b>	23 hours per week 1 year contract (may be extended)
<b>Working days:</b>	Flexible - to be arranged with Manager around your availability and the requirements of the training.  Some evenings and weekends may be required on occasion.
<b>Place of work:</b>	<i>Main Office:</i> Rossmore Leisure Centre Herbert Avenue, Poole, BH12 4HR.  Varied work place including: home, office and community.
<b>Annual leave:</b>	36 days leave including bank holidays annual leave pro rata for part-time hours
<b>Other:</b>	If eligible, you will receive pension contributions with Nest Pensions. Currently People First Forum offers a 5% Contribution



## Objective:

Deliver learning disability and autism awareness training alongside our experts by experience.

## Main Duties:

**Deliver Oliver McGowan Mandatory Training on learning disability and autism.**

Deliver and/or support Oliver McGowan Tier 1 (online) and Tier 2 (face to face) training to health and social care staff in various locations across Dorset.

This will include working alongside and enabling our experts by experience, who have learning disabilities and/or autism.

This is a project in partnership with Dorset County Council and various partner organisations.



## Delivering Safe Places training

Our Safe Places Scheme has been running for a number of years. The Safe Places are local shops and businesses that welcome people with learning disabilities when they are in trouble and require help e.g. to make a call, ask for directions when lost etc.

In partnership with BCP Council the scheme is widening to all members of the public in need, with a 1 year pilot starting in Bournemouth.

Your role will be to liaise with and train various venues when they are interested in being a Safe Place, making sure they are suitable.

This will be alongside our trainers with learning disabilities.





## **Delivering other training**

Delivering learning disability and/or autism awareness training on request to other charities and businesses in the area. Ensuring they understand the needs of our members.

## **Project Coordination**



Work closely with management to help develop our training packages. Sometimes developing training on request to suit the needs of the purchaser.

Collating feedback and information to support the making of reports. Using this data to analyse and evaluate the impact of our training. Implement changes where necessary to meet our outcomes.



To liaise with a range of people including; our partners on these projects, services, individuals with learning disabilities and/or autism, parents/carers and community groups.

We may require you to attend working groups and other meetings to support these projects. These will mostly be online.

## **General**

Contribute to reports for Trustees, Commissioners, Annual General Meetings and funders when needed.

Work some evenings and weekends.

Drive own car and willingness to travel.

To take part in regular supervision, training, team meetings and team building.

To carry out any other tasks appropriate to the grade of the post.

Act in a way which reflects People First Forum's Policies and Procedures; reflecting high standards of professional practice and in a manner which recognises equality and diversity.



# Job Specification

## Qualifications and Experience

1. Good standard of education - equivalent of 5 GCSE's including English and Maths.

Essential



2. A training qualification or teaching qualification.

Desired



3. Clear experience in delivering successful face-to-face training in health and social care or similar environment.

Essential



4. Experience in working with people with a learning disability and autistic people in a professional role, or can demonstrate an equivalent level of skills, knowledge and experience.

Desired



5. Has an up to date working knowledge of the fields of autism and learning disability and is familiar with current issues.

Desired



6. Has experience leading and developing quality practice in others.

Essential



7. Experience, understanding and application of the Mental Capacity Act 2005.

Desired



8. Understanding of the Human Rights Act 1998, the Autism Act 2009, The Equality Act 2010, UK legal valid consent laws and DNACPR case law.

Desired



9. Commitment to own professional development.

Essential



10. Experience of developing and delivering projects to meet the project aims.

Desired



## Skills

1. Good time and project management skills.

Essential



2. Skilled in the facilitation of learning through a variety of means related to a deep understanding of differing learning styles and support needs.

Essential



3. Ability to give objective, accurate, consistent and timely advice in relation to health and social care learning and development, within the scope of this role.

Essential



4. Be able to communicate effectively with a range of people, including autistic people and people with learning disabilities.

Essential



5. Ability to persuade and influence learners' attitudes at a range of levels.

Essential



6. Excellent presentation skills.

Essential



7. Ability to co-facilitate with experts by experience.

Essential



8. Ability to work effectively as part of a team

Essential



9. Flexible and willing to work from home, office and out in the community.

Essential



10. Ability to work in a self-directed manner as part of a distance-managed team, utilising good organisational skills to prioritise and manage workload.

Essential



11. Able to competently use Microsoft packages: Word, PowerPoint, Outlook, Excel, Teams and Zoom

Essential



12. Ability to produce accessible or "Easy Read" information in a range of formats.

Desired



13. Clean licence and own car. Willing to travel and drive where needed.

Essential



14. Ability to recognise and challenge discrimination and oppressive attitudes.

Essential



15. Aptitude for supporting people in their work as well as speaking up and taking part in training, meetings and events.

Essential



# Knowledge and experience

1. Knowledge and experience of using learning technologies and digital media.

Essential



2. Knowledge and experience of a variety of learning and development methodologies and their application, in particular coaching, action learning and facilitation.

Essential



3. Knowledge and understanding of the learning cycle and its application.

Essential



4. Robust knowledge and understanding of learning disability along with current issues, trends and priorities within the health and social care sector including relevant legislation.

Desired



5. Robust knowledge and understanding of autism along with current issues, trends and priorities within the health and social care sector including relevant legislation such as the Autism Act 2009.

Desired



6. Robust knowledge and understanding of the Mental Capacity Act 2005, the Human Rights Act 1998, The Equality Act 2010, UK legal valid consent law and DNACPR case law.

Desired



7. Knowledge of health and social care sectors and current and emerging trends that constitute best practice in delivering health and social care support.

Essential





# 8. Understanding of safeguarding and health and safety.

Essential



## Qualities and Attitude

1. Willing and able to work weekends and evenings when needed.

Essential



2. A strong commitment to promoting equalities.

Essential



3. Be flexible and understand that the organisation has to be adaptable to meet the needs of its membership and projects.

Essential



4. Having empathy, understanding and a calm way of supporting different people.

Essential



5. Willing to take instruction and trustworthy (able to manage confidential information).

Essential



6. Creative ways of working, with a positive outlook and enthusiasm.

Essential

