

Version number:	Date approved:	Date to be reviewed:
	27/03/2015	27/03/2016

Job Description

Training Advisor	
Job description reference:	HRJD11
Responsible to:	Regional Manager
Responsible for:	Qualification delivery
Location of role:	Home based with extensive, regular UK wide travel

Job Purpose:
To deliver various Vocational Programmes to offenders and ex-offenders.

Key Accountabilities:
<ul style="list-style-type: none"> • Fully understand the standards for the awards being delivered and assessed. • Be able to interpret the knowledge requirements in ways that are appropriate to candidates at all levels. • Be able to assess written and oral communication as specified by the evidence required. • To maintain a minimum caseload of 36 learners at all times and reach all standards required. • Generate own starts through relationship building within the establishment • Create monthly reviews for each learner on programme • Work to 12 week completion timescale • Create weekly tracker update showing detailed progress of offender learning • Have effective planning and organisational skills to ensure deadlines and KPIs are met • Liaise with the Regional Manager and Regional Internal Verifier (IV) as appropriate • Prepare evidence for inspection by the IV/SV and meet with either party when required. • Ensure the full embedding of all Equal Opportunities policies, Health & Safety and our confidentiality agreement requirements are complied with and that all candidates are given fair access to assessments. • Ensure monthly enrolment and outcome profiles are achieved. • To adopt safe working practices in line with current company procedures and to undertake appropriate training in Health and Safety. • To maintain a high standard of customer care and to contribute towards the development of a culture of customer service excellence within the organisation. • To contribute to the development of an honest, respectful and mutually supportive working environment. • To undertake any other duties, as requested by the Chief Executive, Directors or Managers.

Personal Specification:		
	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • D32, D33 or A1 • Further academic development in the assessment field or equivalent Vocational Qualification. 	<ul style="list-style-type: none"> • PTLS • Member of professional body
	<ul style="list-style-type: none"> • Experience of assessing required qualifications, such as NVQ Levels 1 and 2 in Performing Manual Operations, Warehousing and Storage, Cleaning and Support Services, Customer Service and Sustainable Recycling. 	<ul style="list-style-type: none"> • Knowledge of Offender Learning. • Previous experience of working with ex-offenders or • Previous experience of working within a prison environment. • Experience of working with colleges or other funding organisations.

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Experience / Knowledge	<ul style="list-style-type: none"> • Competent to deliver relevant qualifications • Assess various vocational programmes to adults with a range of learning needs. • Act as a role model. • Motivate individual learners. • Adhere to n-ergy's, the awarding body and partner's quality systems. • Deliver and achieve performance targets. • Undertake delegated tasks timely. • Demonstrate an understanding of Equal Opportunities and Customer Care and why it is important in employment and in the provision of a youth and adult education service. • A high level of self motivation with a strong desire to succeed. • A flexible approach with the capability to work under pressure to tight time scales. • Ability to work effectively with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability and sexual orientation. 	
Competencies	<ul style="list-style-type: none"> • Compliance: Ability to audit and monitor quality of outputs; demonstrable experience of delivery against specified protocols/ procedures ensuring the highest level of performance. • Teamwork: Ability to build and develop relationships with internal employee, strategic partners and other external parties/ organisations; able to resolve conflict. • Personal Drive: Will be able to demonstrate being self directed, resourceful and creative; Able to manage own time and work autonomously; Able to work on own initiative with drive and enthusiasm. • Communication: Excellent written, verbal and presentation skills. • Commercial Awareness: Able to demonstrate contribution to maximising commercial performance through controlling costs, and ensuring efficiencies where possible • Customer Focus: Works to understand customer needs; Strives to exceed expectations; • Planning and Organising: Demonstrable experience of managing tasks and deadlines; able to resolve conflicting priorities. 	<ul style="list-style-type: none"> • The capacity and self confidence to innovate.
	<ul style="list-style-type: none"> • Full, current driving licence and use of 	

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<p>Role Specific Requirements</p>	<p>a car which is insured for business use.</p> <ul style="list-style-type: none"> • Excellent IT skills: competency in Microsoft Word, Email, Excel, Powerpoint and Internet Explorer. • Prepared to undertake an enhanced Disclosure & Barring Service (DBS) Disclosure and prison clearance checks • Flexibility to work at multiple locations and working hours. 	
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