**JOB DESCRIPTION**

**Job Title:** Project Manager (Training)

**Duration of position:** One Year Fixed Term

**Salary Scale**: £29,323 per annum (pro rata) with pension

**Hours:** 17.5 hours per week (flexible)

**Purpose of Post**: Management, co-ordination and support of various Advice NI training projects, predominantly in the areas of money management, debt advice, welfare reform for both face-to-face and on-line learning projects.

**DUTIES**

To manage, co-ordinate and support training projects to ensure they are delivered on time, meeting targets/deliverables, within budget and project scope.

Contribute to the management and support of Advice NI scheduled and bespoke training.

To directly manage and support relevant Advice NI training staff including Support and Supervision and Appraisals.

Assist in the development and sign-off of training materials, resources, assessments and qualifications, for both face-to-face and on-line learning courses.

Monitor training needs of the Advice Sector and contribute to an annual Training Needs Analysis to support planning for future provision.

To identify appropriate sources of funding/project partners and contribute to funding applications relevant to the training team.

In conjunction with the training team to promote and publicise Advice NI training provision and projects including overseeing development of Advice NI’s bi-annual training calendar and brochure.

To contribute to the External Quality Assurance (EQA), Internal Quality Assurance (IQA) and assessment of Advice NI training including both regulated and non-regulated qualifications.

To adhere to and maintain existing external quality standard requirements such as Money Advice Service (MAS) training accreditation.

To ensure projects, courses and staff meet/comply with Advice NI policies, procedures, and quality requirements.

To update and develop relevant training policies and procedures where relevant as required by the Head Training.

To contribute to Advice NI training monitoring, recording and reporting requirements in conjunction with the Head of Training.

To deliver presentations and be an effective representative for Advice NI at external events.

To contribute to the training team and organisations operational and strategic plan.

To manage, facilitate, and attend regular project, team, staff and other relevant meetings as required.

To contribute to recruitment and selection of staff and tendering/procurement of external services where relevant.

To develop and maintain effective working relationships with colleagues including external partners and providers, members, funders, key stakeholders, government departments and so on.

Keep up to date with developments in training and legislation through desk top research and attendance at relevant training/events and to ensure CDP is kept up to date.

Ensure organisational and legislative policies and procedures are adhered to including Equal Opportunities and Access to Fair Assessment.

To carry out clerical duties as required by the role and undertake such other reasonable duties as may be required from time to time.

Applicant may be required to work some unsociable hours and may be required to travel.

**Project Manager (Training) - Job Specification**

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|  | **Essential** | **Desirable** |
| ***Education*** | Have a good standard of education  Have completed a qualification in education, training or quality assurance. | Educated to third level or degree standard.  Have completed a management qualification/training.  Have a qualification in training assessment & quality assurance e.g. TAQA, Assessor/Verifier Awards. |
| ***Experience*** | At least 1 years’ demonstrated experience of project and staff management gained in the last 3 years.  At least 1 years’ demonstrated experience of delivering/developing training in the last 3 years. | Experience of developing, delivering and assessing training for the advice sector.  Experience of providing money management, debt or welfare rights advice.  Experience of developing/delivering online training. |
| ***Skills*** | Excellent verbal and written communication skills.  Strong attention to detail and quality.  Excellent organisation, planning, and time management skills.  Ability to prioritise workloads, work to deadlines, and adaptable to change.  Ability to understand and disseminate complex information and legislation.  Ability to solve problems and use own initiative.  Excellent IT skills including Microsoft Office packages.  Ability to build relationships with a wide range of people and to work as part of a team. | Digital skills for training e.g. webinars |
| ***Knowledge/***  ***values*** | Demonstrated knowledge of fundamentals of training, learning and development.  Demonstrate knowledge of the advice/voluntary sector and financial capability (money management).  Have a commitment to carrying out duties in line with Advice NI policies and procedures e.g. Equal Opportunities. | Knowledge of welfare rights and debt advice.  Knowledge of online learning and presentation techniques. |
| ***Personal attributes*** | Friendly and approachable manner.  Ability to work under pressure and to strict deadlines.  Accuracy, attention to detail and logical.  Commitment to improving own knowledge and skills.  Flexible approach to working hours. | Driving License/Access to a car. |