**Title:** Training Officer (ESF STRIDE Project)

**Location:** Based at our Belfast or Ballymena offices, but with travel across N Ireland

**Contract:** Fixed Term until 31st March 2022

**Responsible to:**  Training Manager (ESF STRIDE Project)

**Objectives:** To effectively design, develop and deliver employability courses to project participants to further their progress towards employment

**Job Ref:** 2018/ESF/TO

**Job Description:**

* To be responsible for the design and delivery of employability training to ESF project participants across Northern Ireland
* To be responsible for the on-going development of schemes of work, lesson plans and evaluative processes to fulfil the requirements of the project
* To maintain a high standard of training and assessment and ensure performance targets are achieved on schedule
* To work alongside the Training Manager to monitor training performance.
* To assist participants with job search and interview preparation activities
* To complete and maintain individual learning plans and progress reviews.
* To work with Employment Services Officers to actively recruit for the course to ensure training targets are achieved
* To liaise with Awarding Bodies and oversee the verification of qualifications
* To act as Internal Verifier where appropriate
* To apply all training processes in line with European Social Fund and internal guidelines
* To keep up to date and accurate records of all training delivered
* To produce data and reports for use by the project management
* To perform any other duties as required by the line manager and that are commensurate with the grade of the post

# Person Specification

# Essential:

* An appropriate level 3 qualification or above
* A level 2 qualification or above in English and Maths (Literacy and Numeracy)
* Minimum of 1 year of experience, gained within the last 3 years of delivering employability training to unemployed or economically inactive learners.
* An understanding of Awarding Body administration processes
* Excellent communication and organisational skills.
* Computer Literate, in particular Microsoft Office packages (Excel, Word, Outlook etc.)
* Driving Licence and access to a car (if the effects of a disability preclude an individual from holding a driving licence then they should indicate how they could meet the mobility requirements of the post).

**Desirable:**

* Experience of delivering other vocational subjects
* A recognised teaching qualification
* Knowledge of the needs of people with a disability or people with health conditions within an employment setting.

**Terms and Benefits**

* Salary: £22,107 – £24,882
* Holidays: 27 days Annual Leave and 10 days Statutory Leave
* Hours of Work: Mon to Thus 8.15 a.m. – 4.30 p.m. and Fri 8.15 –12.15 p.m.
* Pension: Auto Enrolment Pension Scheme
* Life Assurance (after a qualifying period)
* Health and Wellbeing initiatives
* Free and confidential Employee Support through Inspire Workplaces
* NICSSA provides access to discounted health and wellbeing initiatives such as gym memberships
* Benenden provides employees with the option to health insurance for both them and their families
* Access to Financial Well-Being via a social enterprise partner
* Employers for Childcare voucher scheme
* Travel Expenses: Business travel is reimbursed at a rate of 45p per mile
* USEL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Employment to this post is therefore subject to an Access NI Enhanced Check