



*Jobs with Purpose*

<b>Job title</b>	Essential Skills Trainer (Numeracy)
<b>Candidate Brief</b>	<p>NOW Group are an award-winning social enterprise who delivers services across Northern Ireland supporting people with learning difficulties, autism and neurodiverse conditions into jobs with a future. We are passionate about changing lives and our priority is on outcomes and impact for individuals, their families and communities who are the most disadvantaged. We support participants to have better health, a better education and a brighter future. Our services are continually evolving as a result of co-design, participant feedback and project learning.</p> <p>Our specialist employment and training services are funded by UKSPF and delivered through the SkillSET project, a partnership of 7 regional disability organisations. This project will provide targeted support to those with disabilities/health conditions who face multiple barriers in accessing employment and are furthest from the labour market.</p> <p>As an Essential Skills Trainer you will be responsible for the development and delivery of Essential Skills Numeracy from Entry Level to Level 2. You will deliver across all areas, ensuring participants receive the training required to achieve their qualification required to provide choices for progression into employment. The Essential Skills Trainer will continue to develop our training programmes and resources that match individual training plans for participants in line with their career aspirations.</p>
<b>Location</b>	Can based in any of our offices (Belfast, Omagh or Enniskillen) with requirement to travel across NI as/when required
<b>Reports to</b>	Training Development Manager
<b>Hours</b>	37.5 hours per week
<b>Salary scale</b>	£29,000 per annum pro rata within Band 2 £25,000 to £25,999
<b>Benefits</b>	<p>25 days annual leave plus 12 statutory days (pro-rata)            Health Cash Plan (on successful completion of probationary period)            Access to confidential Staff Counseling &amp; Financial Advisory Services            Stakeholder Pension Scheme (5% employer contribution)            Bike to Work Scheme            Holiday purchase scheme            Flexible working initiatives – Hybrid working model            Wellbeing initiatives</p>



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## Mission

Supporting people with learning difficulties and autism into jobs with a future.

## Vision

A society where people with learning difficulties live, work and socialize as valued citizens.

## Main Responsibilities

1. Work in collaboration with colleagues across NOW Group services to develop and deliver high quality specialised training courses relevant to individual participant goals and aspirations.
2. Produce high quality resources, schemes of work and lesson plans ensuring differentiation to suit the level of participant.
3. Deliver virtual group sessions: Deliver engaging sessions Face to Face, on-line teaching & learning technologies Ensure integration of relevant learning technologies (ILT) in all teaching and learning and actively secure skills in use of relevant equipment.
4. Accountable for timely submission and marking of learner assignments and projects.
5. Actively promote NOW Group Training and Employment Services and products.
6. Contribute to the promotion of NOW Group services through a range of media as required.
7. Comply with organisational, project and legal codes of practice and conduct and attend all mandatory training to ensure compliance.
8. Ensure accurate record keeping of participant attendance, retention, and progression in compliance with organisational data protection and confidentiality policy.
9. Ensure that all accredited training is developed and delivered in line with relevant awarding body quality standards.
10. Undertake regular quality audits to ensure compliance with organisational and funder guidelines.
11. Contribute to the achievement of organisational Scorecard targets and strategic objectives.
12. Comply fully with NOW Group's 'Organisational Approach to Safeguarding.'

**This job description is not definitive and may be subject to review as the duties and responsibilities determine.**

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.



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### Personnel Specification

#### Essential

1. A full current driving license and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license
2. Ability to be flexible and adaptable - hours are flexible and may involve evening and weekend work as required. This role is also peripatetic.
3. GCSE in English and Mathematics
4. Hold qualification to deliver Essential Skills Numeracy
5. Certificate in Teaching or an equivalent training qualification
6. Minimum of 2 years paid experience of delivering accredited training programmes to either:
  - Children or young people
  - Adults with barriers to learning
  - Participants with learning disabilities/difficulties
7. Proven experience of working with Accreditation Bodies
8. Experience of assessment and moderation

#### Desirable

1. Hold Internal verifier/ moderator qualifications
2. Hold Qualification to deliver Essential Skills Literacy and/or ICT

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

### Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.