



Jobs with Purpose

Job title	Training Development Manager
Candidate Brief	<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>The Training Development Manager will lead on the contract management and delivery of high-quality training for NOW Group participants to support progression towards employment. A key aspect of the role will be to ensure connectivity between skills development and employability outcomes for participant's learning journey, ensuring that all participants receive a service that supports their individual needs and aspirations. The post holder will have responsibility for training aspects of a wider range of contracts, leading on income generation for the department and the delivery of respective training courses.</p>
Location	Hybrid covering all of Northern Ireland
Reports to	Regional Manager
Hours	37.5 hours per week
Salary scale	£32,000 per annum within Band 3 (£30,000 to £36,000)
Benefits	<ul style="list-style-type: none">25 days annual leave plus 12 statutory days (pro-rata)Health Cash Plan (on successful completion of probationary period)Access to confidential Staff Counseling & Financial Advisory ServicesStakeholder Pension Scheme (5% employer contribution)Bike to Work SchemeHoliday purchase schemeFlexible working initiativesWellbeing initiatives



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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. Manage NOW Group's training provision ensuring services are planned and implemented to fulfill NOW Group strategic and operational plans and the needs and aspirations of key stakeholders.
2. Lead on development of a range of academies and courses that reflect the skills agenda, addressing labour market shortages and engaging with employers to understand their requirements.
3. Lead on regular scoping activity with employment team to identify employment trends, matching training courses and linking participant aspirations.
4. Line management of skills trainers and associate trainers as required, including work allocation, training, problem resolution and evaluating performance.
5. Lead on funding applications or tender opportunities with a focus on training or skills development, developing innovative delivery models and best practice.
6. Engage in meaningful dialogue with service users to ensure that the participants have a role in shaping service delivery and future training provision.
7. Work with the Marketing team on key engagement activity including events, communication strategies and marketing materials, including social media engagement.
8. Assist in the selection and appointment of staff, paid and voluntary, and ensure effective management of staff during induction and throughout probation period.
9. Produce accurate monitoring and reporting on progress against targets internally and externally to funders and business partners.
10. Undertake regular quality audits to ensure compliance with organisational and funder guidelines.
11. Contribute to the achievement of organisational Scorecard targets and strategy objectives.
12. Comply fully with NOW Group's 'Organisational Approach to Safeguarding' and adopt the role of Designated Safeguarding Officer.

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



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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.
3. Minimum level 2 qualification in English and Maths
4. UU Certificate in Teaching or equivalent teaching qualification
5. At least 2 years' experience of delivering training to young people or adults with barriers to learning
6. At least 1 year's experience of managing a team or training contracts
7. At least 1 year's experience of applying and securing funding, grants, tenders or government contracts.
8. Experience of developing courses for accreditation and working with awarding bodies.
9. Excellent level of IT, communication skills and public-speaking/presentation skills.

Desirable

1. At least 2 years' experience of taking a lead role in ETI inspections, self-evaluation and quality improvement processes.
2. Experience in managing the delivery of Essential Skills courses.
3. Internal verifier, External Verifier or assessor qualifications.

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.