



Job Description

Training Officer (P/T)

Advantage is a small, internationally recognised company that specialises in enterprise and employability for young people. We have provided expertise, unique programme design and management in this field for over 30 years for government agencies in NI and worldwide. We have worked or advised on exciting youth enterprise & employability projects around the globe including some of the world's most hostile environments such as Iraq, Afghanistan, Uganda and South Africa or physically tough environments such as Greenland and Siberia.

"I know you have worked tirelessly with young people over the past twenty years...and have designed, developed and delivered innovative programmes to change the hearts and minds of young people."

- Minister for Enterprise, Trade and Investment

Job Content:

This role is subject to an initial probationary period of 6 months.

The role will primarily be to provide support for Advantage's Ravine project and deliver training as and when required.

Activities to include:

Training Delivery

A key part of the role will be to support the organisation in the delivery of accredited training and personal development all Ravine participants. This will involve:

- Deliver Level 1 OCN in Horticulture
- Deliver Level 1 OCN in Personal Success & Wellbeing
- Maintain relevant training materials
- Deliver effective induction plans for all participants
- Complete individual learning plans that include Future Options Plans

Project Support

Another key part of this role will be to support the Project Co-ordinator and wider Advantage team. A major part of the role will involve providing employability and enterprise support for young people as well as practical experience Social Enterprise. The successful candidate would be a key member of the Ravine team and would be expected to take part in all duties required.

Administration

The role will involve providing administration support both to the core business and across Advantage's suite of training. Activities will include but are not limited to:

- Following Advantage's procurement to purchase materials, stock or equipment.
- Assisting with the maintenance of Advantage's reporting systems.
- Ensuring office, workshop and training supplies are maintained.
- Assistance with data management, report writing, filing and general administration.

Essential criteria:

Strong interpersonal skills

A passion for training young people

Excellent written and oral communication

Attention to detail

Excellent IT skills

Full driving licence and use of own car or ability to meet transport needs in full.

Access NI (Access NI checks will be carried out before post can be confirmed)

Desirable Criteria:

Youth/Community background (degree or minimum 3 years experience)

Experience delivering training and or developing training or online content

Experience working in a social enterprise or not for profit organisation

Outreach or grassroots community experience

Full external background check (CTC)

Working Conditions

Travel will be a feature of this post. Must have appropriate insurance to cover use of own vehicle for business travel.

Mobile phone will be provided if necessary.

You will be working as part of a small, dynamic professional team.

This role will be subject to an Access NI.

22.5 Hours per week: Tues-Thurs 8am-4.00pm. Some evening, weekend and overnight work possible but any hours worked over and above those contracted can be taken in lieu.

Flexibility within these working hours can be discussed and agreed in advance with the Director.

Salary

£23,000 Pro Rata

Performance Standards

The company expects the highest professional performance standards from all staff coupled with flexibility, proactivity and a positive attitude.

Advantage expects employees:

- To deliver what is promised
- To make every pound count
- To deal honestly and with integrity
- To deliver and maintain good business relations
- To realise that working together we achieve more.