



Funded by
UK Government



JOB
DESCRIPTION

TRAINER

SS/24/12



Prosper
An NI Charity Consortium supporting People, Diversity,
Opportunities, Employment and Success



FOREWARD FROM DIRECTOR OF EMPLOYABILITY AND PARTNERSHIPS

Dear Applicant,

Thank you for expressing your interest in the role of Trainer.

It is an exciting time for Stepping Stones NI as we continue to build on our success to date within our services.

Reporting directly to our Training Manager, this post is an important role within the Training Team.

Under the direction of the Training Manager and Director of Employability and Partnerships, the Trainer will be responsible for effective delivery of in house, external and accredited, non-accredited and bespoke training programmes at Stepping Stones NI, that meet the needs of clients with learning disabilities/difficulties and barriers to employment. You will work directly with trainees, participants and other stakeholders to identify trainees/participants appropriate for the service, and to also ensure that through training delivery all individual needs are met. The outcome of which being a positive contribution to, and improvement of the lives of people with learning disabilities/difficulties and barriers to employment, and development of personal, social and employability skills.

The post requires an individual with excellent organisation and communication skills, as well as an understanding of the difficulties faced by our client group, demonstrating a high degree of empathy to ensure that each client realises their potential. The individual will also have strong interpersonal skills to connect and build a wide range of connections including internal departments, parents/guardians, external businesses and community groups.

The role requires an individual with enthusiasm and motivation. The post holder will have the capability to be a self-starter and enjoy working to KPIs and targets.

Stepping Stones NI offers a diverse working environment with an opportunity to positively and directly impact upon people with learning disabilities/ difficulties and barriers to employment through the delivery of service lines.

If you share a commitment to our values and believe in the work we do, we want to hear from you.

Please find enclosed relevant information relating to our organisation and the role including the selection process.

Yours sincerely,

Carla Frazer
Director of Employability and Partnerships

BACKGROUND TO STEPPING STONES NI

Stepping Stones NI is a multi award winning charitable organisation supporting people with learning disabilities and and barriers to learning and employment to gain new skills, qualifications and employment.

Our organisation comprises of four core services: employment, training, youth and business development.

We also operate six social enterprises which include three cafes, a wedding stationery business, a picture framing business and a horticultural wellbeing hub. Each social business serves as a realistic training platform for our trainees with 100% of our customer's money reinvested to support our work.

Over the last 26 years we have supported people who face all kinds of barriers to employment and learning including Autism, ADHD, Dyslexia and mental health barriers.

We have links with lots of employers and see the real and lasting benefit of our participants achieving paid employment through our highly successful "BE IN" Employment academies which operate across all council areas.

We believe that with the right support people who experience barriers to learning and employment can get a job that they enjoy and stay in that job.

Our Values:

Respect: We respect everyone's right to a life more fulfilled and respect each other in the process

Inspire: We inspire employers and the wider community to see disability differently

Empowering: We empower each other to make a positive impact on the world and in the organisation, we work

Our Values drive our behaviours and govern our actions. They are at the heart of our Culture and define who we are, and how we present ourselves every day.

Our Behaviours:

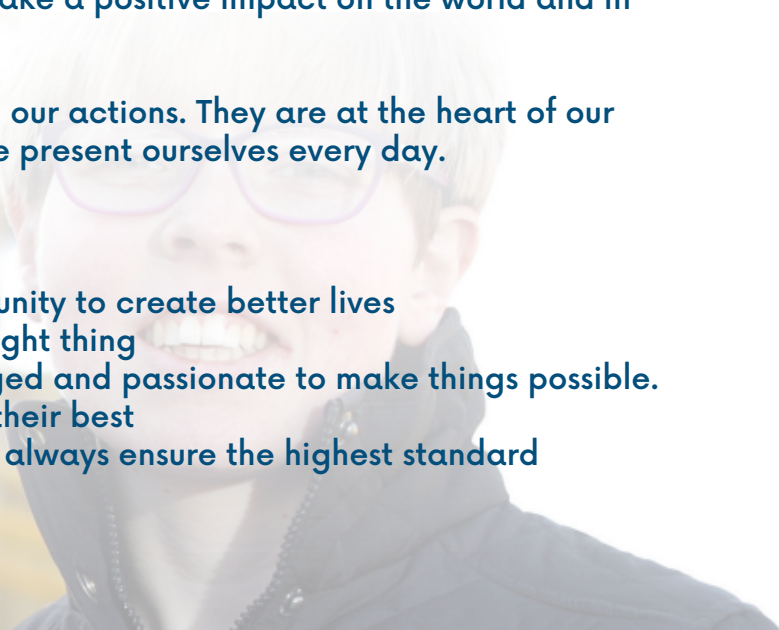
Driven: We are driven, seizing every opportunity to create better lives

Honest: We are honest and always do the right thing

Positively Charged: We are positively charged and passionate to make things possible.

Nurturing: We Nurture all our People to be their best

Quality focused: We are quality focused, to always ensure the highest standard



OBJECTIVES OF THE ROLE

- Responsible for effective delivery of in house and external, non-accredited, accredited and bespoke training courses, that meet the needs of the individual learners through appropriate planning of training delivery, across Stepping Stones NI.
- To equip individuals participating in projects with knowledge, skills, attitudes and qualifications to enable progression to supported placement, further education, and/or employment.
- To promote independence and inclusion amongst adults with learning disabilities/ difficulties and barriers to employment participating in projects.
- To provide a quality training service to stakeholders accessing Stepping Stones NI services and social enterprises.
- To promote cooperation and develop links with other relevant agencies to maximise opportunities for people with a learning disability/ difficulties and barriers to employment.



JOB DESCRIPTION

Job Title: Trainer

Reporting to: Training Manager

Responsible for: The Trainer, under the direction of the Training Manager, the Trainer and will be responsible for effective delivery of in house and external accredited, non-accredited and bespoke training programmes at Stepping Stones NI that meet the needs of clients/trainees with learning disabilities/difficulties.

Location: : Based in Antrim Street Lisburn, after 6 months 60/40 Hybrid

Salary: 28,000 (pro rata)

Pension: 7% contribution

Holiday entitlement: 25 Days plus 11 Statutory Days (pro rata)

Duration: to 31st March 2025, ongoing

Hours of work: Monday-Thursday, 30 hours per week

Other Benefits:

Private Healthcare and access to health and wellbeing platforms

Holiday Purchase "Buy Back Scheme"

25% Discount in our Social Enterprises

Volunteer Scheme - Up to 2 days annual leave to volunteer with other charities/community groups

Employee Assistance Scheme

Half Day Christmas Shopping

Death in Service Benefit

Two additional days leave for getting married

Take 2 mental health hours

Birthday Day Off

KEY PURPOSE OF THE POST

To support the continued growth of Stepping Stones NI we are seeking to appoint a Trainer to join its great team.

The person will be part of a team that is focused on identifying, planning, and delivering training to clients/trainees with learning disabilities and/or learning difficulties, developing their social, personal and employability skills.

This individual will dedicate 100% of their time to UKSPF Prosper.

The individual will be a self-starter, with the passion and motivation to make a difference.

The individual will be a member of a team, who places a premium on quality, to ensure that the extensive range of services and projects offered are quality focused, compliant and person centric.



MAIN RESPONSIBILITIES

Training Development

- Responsible for planning for, and delivery of, accredited, non-accredited and bespoke training programmes, that meet the needs of individual clients/trainees with learning disabilities and/or learning difficulties.
- Assessing portfolios for internal verification and preparing for external verification visits.
- Liaising with awarding bodies.
- Work with the Training Services Manager to ensure efficient and timely delivery on accredited programmes and other vocational training programmes.
- To complete risk, and learning needs, assessments of the participants/trainees who you will be training, and supervising these clients/trainees during their training programme.
- To liaise with trainees, participants, parents/carers, Social Workers, Schools and any other referral agents to identify clients appropriate to the training service.
- Liaise with staff in all departments to identify learning needs of clients/trainees.
- Assess the client's abilities through observation in training and adapt to needs accordingly.
- Liaise with other department staff to identify learning needs of trainees/clients and develop new/bespoke training programmes as required and/or requested.
- To ensure that internal data systems are kept up to date and maintained, and to collaborate with other staff to complete regular client/trainee reviews.
- Evaluate all training programmes delivered to meet funding requirements, project delivery targets and quality standards.
- Deliver training to strategic partners.



MAIN RESPONSIBILITIES

Administration

- To ensure the accurate maintenance of appropriate records, statistics, budgeting, participant files and documentation in line with organisation, funder and data protection guidelines and SROI reporting, evaluation, ISO and continuous improvement in ETI.
- Ensure health and safety of participants and report any incident, or safeguarding incident, using the appropriate processes.
- Keep necessary and accurate online records of activities and interactions with the participant and trainee.
- To report monthly formally to the Training Services Manager on individual service targets using a balanced score card.
- Regularly report on participant progress and systemically maintain and organise online records including:

Individual Profile

Trainer reviews and evaluation

Communication logs

Risk Assessment

Health & Safety Checklist of premises

- Ensure regular updates and good new stories for website and social media.

MAIN RESPONSIBILITIES

Health and Safety

- Ensure that all duties are carried out to comply with:
 - The Health and Safety at Work (N.I.) Order 1978;
 - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - Agreed Codes of Practice; including the COSHH Regulations and Safe Working Practices manuals;
 - Any other statutory regulations which may apply.
- Ensure that all equipment is maintained in an appropriate and safe manner, with any defects being reported immediately.
- Co-operate with staff and Management to maintain our Health and Safety policy i.e. reporting and recording accidents using accident books, relevant paperwork.
- Undertake Health and Safety and Environmental training as identified by Stepping Stones NI.

MAIN RESPONSIBILITIES

General

- All staff must ensure that customer focus is maintained at all times in order to achieve customer satisfaction.
- To comply with organisational code of practice and attend all mandatory training to ensure compliance.
- All staff are to contribute to the continual improvement of the Quality management system – ISO, Investors in People and ETI by adhering to the documented procedures and processes, and identifying improvements.
- Comply fully with Stepping Stones NI Safeguarding Procedures.
- Proactively identify risks in relation to participant safety and carry out general and individual risk assessments as appropriate, ensuring that risk management procedures are adhered to.
- Ensure accurate record keeping in line with organisational data protection and confidentiality policy.



MAIN RESPONSIBILITIES

General

- To attend any meetings as and when required, for example service meetings and monthly balanced scorecard meetings with the Training Services Manager.
- Ensure compliance in all activities in accordance with the Company's Equal Opportunities Policy.
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation and the Company's Policies and Procedures.
- To communicate effectively with parents, carer's social workers, customers and all stakeholders of Stepping Stones in a professional manner understanding Stepping Stones NI values.

This list is not exhaustive and the role of the Trainer and may change to meet the nature of the business and services.

PERSON SPECIFICATION

Essential Experience

- GCSE English and Maths or equivalent (Level 2 Essential Skills) and either hold a Certificate in Teaching, or a teaching qualification Level 3/5.
- 2 years' experience working with awarding bodies.
- 2 years' experience in planning and delivering accredited training for clients, including online training.
- Experience in designing and developing Schemes of Work and Lesson Plans against individual and group needs in order to elicit learning
- Display evidence of the values and attitudes required to work with young people and adults with a learning disability/difficult.
- Computer and ILT literacy including; Word, Excel, PowerPoint, email packages and social media.
- Demonstrate experience of working in a target driven environment of into employment KPI'S.
- Can communicate clearly and with confidence both orally and in writing, including reporting and presentations.
- Ability to work as part of a team and be flexible.
- Self-motivated and a self- starter with the ability to use own initiative.
- Current drivers licence and access to a car.

Desirable Experience

- 1 years' experience working with people with disabilities/ difficulties and barriers to employment
- Hold internal verifier/moderator qualifications
- Experience of delivering training in vocational subjects
- Degree or Equivalent
- An understanding of the policies and issues relating to training in the sector
- Experience of ETI, Investors in People
- English or Maths qualification

SELECTION PROCESS

Application is by submission of a CV - [click here](#) to submit.

Applications will be shortlisted against the criteria.

Short-listed candidates will be invited to attend a first stage interview to assess suitability for the role, this will include a short presentation.

If we receive a high number of applications, we reserve the right to increase the number of competencies that the candidates will have to demonstrate.

Where the quality of applications is particularly high applicants may be invited to a second stage interview.

Stepping Stones NI is an equal opportunities employer.

Closing date: Friday 1st November 2024 at 4pm.

