



# Training Officer

## Job Description

### **About Earley CResCent Resource Centre**

Earley CResCent Resource Centre is a community building, designed and built to meet the needs of voluntary and community organisations and serving the residents of Earley, which aims to promote a self-confident and independent existence for residents of all ages and abilities.

The Centre is used by a wide range of local voluntary organisations on a regular weekly basis, as well as for one-off bookings.

### **Main Purpose of the Job**

To prepare, facilitate, monitor, evaluate and document training activities at Earley CResCent Resource Centre.

A significant proportion of your role is to help build on our highly regarded training programme, co-ordinate with the Association Manager and promote community-based programmes.

A crucial part of your role is to create and maintain professional relationships, and communicate effectively to those within the local community and voluntary sector.

### **Specific duties and responsibilities**

To organise, plan and implement a community-based learning programme.

Promote Equality and Diversity and encourage learners to overcome barriers to learning.

To recruit tutors and train volunteers.

To monitor learner progress and ensure project targets are met.

Produce Crescent project QIPs (Quality Improvement Plans) and SARs (Self-Assessment Reports) in conjunction with the Association Manager.

Work with local groups and networks to ensure current trends and local needs are addressed.

To monitor and evaluate the outcomes and effectiveness of the courses, to ensure that a quality standard is met.

To maintain the Matrix Standard accreditation in delivery of information, advice and/or guidance.

Manage a learner information database.



# Person Specification

## What we are looking for

At Earley CResCent Resource Centre, we are looking for someone who is highly motivated and has previous experience in a similar role and with a desire to make an impact on the local community and with a real interest in the voluntary and community sector.

With Earley CResCent Resource Centre's well regarded training programme, we are hoping to find someone who has the desire to make a real difference to local residents and has the ability to establish and build effective relationships within the local community.

## Essential Skills

Qualification in Adult Learning (or working towards one).

Excellent organisational and communication skills.

Self-motivated with the ability to work sensitively, as you will be dealing with individuals with diverse needs.

Flexibility whilst using your own initiative and the ability to make good decisions.

Ability to monitor and evaluate projects to ensure quality assurance and relevance to the user's needs.

Excellent PC skills in Microsoft Office (Word, Excel and PowerPoint).

Experience of working in the voluntary and community sector.

Ability to build and sustain partnerships with key stakeholders.

## Desirable Skills

Experienced in marketing initiatives to an external audience.

Experience of reaching out to the community via social media.

Experience of organising community events.