

SUPPORTING COMMUNITIES

JOB DESCRIPTION

Job Title: **Training Officer Part Time**

Responsible to: Support Services Manager

Responsible for: Provision of a comprehensive training and support service to Supporting Communities staff, statutory, voluntary agencies and in particular Housing Executive Tower Block Residents.

Key Duties and Responsibilities:

To provide a comprehensive training and support service to tenant and community organisations involved in tenant participation and community development practice.

To provide comprehensive training and support services to statutory and voluntary agencies involved in housing and community development practice.

To work as part of a multi-disciplinary team to provide a comprehensive service for communities.

To develop an accredited training programme in conjunction with OCN.

Develop appropriate partnerships.

Research, develop and update training courses reflecting the needs of groups.

To work with Support Services Manager to implement agreed policy and company objectives.

Develop and review training booklet and website for Supporting Communities staff.

To organise training for individual community groups in particular Housing Executive Tower Block residents, statutory and voluntary agencies.

To organise accredited training programmes for individual community groups, statutory and voluntary agencies.

Maintain an accurate up to date and detailed recording of work in a form which will not only facilitate supervision by Support Services Manager, but will be an aid to continuing the evaluation and monitoring.

To develop a bespoke training programme for Tower Block residents based on Training Needs analysis feedback.

To develop and prepare all relevant training materials for all courses in conjunction with Administration (especially accredited programmes eg portfolios).

Undertake all training as directed.

Undertake any other duties as may from time to time be required.

To hold regular meetings with Support Services Manager to discuss objectives and progress.

Hold regular meetings with relevant partnerships in relation to training and potential training opportunities.

Attend regular staff and Support Services team meetings to ensure all staff are kept informed of progress.

To provide regular ad hoc reports as required by Support Services Manager and Senior Management Team.

Note:

The duties listed are intended only as illustrations of the various types of work that may be performed. All duties listed are crucial to the organisation and the running order of these tasks should not demean the activity. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Period of Employment:	1 Year Fixed Term
Hours:	25 hours per week
Holidays:	25 days plus customary holidays (Pro Rata)
Salary:	NJC Pt. 26 (Pro Rata)
Travel Expenses:	HMRC Fixed Rate
Pension:	Company Pension Available
Work Location:	N Ireland wide
Office Base:	To be confirmed

Further Information

Closing Date: Friday 2nd February 2018 at 12 noon

Interview Date: Tuesday 13th February 2018

TRAINING OFFICER

PERSONNEL SPECIFICATION

A University Degree or recognised 3rd level qualification

and

A minimum 2 years recent (ie within the last 3 years) relevant experience of training delivery, preferable within a community development and / or housing setting.

Additionally:

Excellent communication, written, verbal and interpersonal skills.

Hold a full current driving licence with access to a car.

Project management skills and IT skills eg the use of training equipment.

Knowledge and experience of group work.

Knowledge of statutory bodies and services provided.

Knowledge and experience of community development process and understanding of current community development policies.

Highly motivated and a commitment to a high standard of professional practice.

Ability to work as a team member.

Knowledge of funding agencies and resources.

Excellent organisational ability.

Flexible attitude to work and ability to attend work outside normal working hours.

Ability to work on own initiative.

Knowledge of basic IT programmes.

Knowledge of current government policies and procedures which have an impact at a local level

KEY BEHAVIOURAL COMPETENCIES

Behavioural competencies describe how an individual approaches a situation or activity. They are similar to personal attributes.

The following outlines the key behavioural competencies for this role:

1. Communication
2. Meeting Customers' Needs
3. Innovation
4. Strategic Thinking
5. Thoroughness and Quality Conscious
6. Initiative
7. Integrity