**Children in Northern Ireland**

**Learning and Development Officer  
Job Description**

**POSITION:** Learning and Development Officer

**LOCATION:**  Children in Northern Ireland

**HOURS:** 10.5 hours per week

**ACCOUNTABLE TO:**  Chief Executive

**JOB PURPOSE:** To deliver a Learning and Developing Programme throughout Northern Ireland for the voluntary, charitable, faith & community-based sectors.

**Summary of the Main Responsibilities**

1. To co-ordinate the development, design, delivery and evaluation of CiNI’s Learning and Development programme
2. To manage and contribute to the provision of training including the development of materials, courses and specific projects that may arise
3. To work with relevant statutory, independent, and voluntary sector organisations to develop and support training issues and policies in line with current safeguarding legislation and developments

**Main Tasks and Responsibilities**

**Training**

1. To develop and implement CiNI’s Learning and Development programme based on the provision of a flexible tailored training service, responding to changing needs and circumstances within the sector and to participate in its delivery
2. To deliver training both face to face and via a range of online mediums such as Zoom, ClickMeeting, MS Teams etc.
3. To respond to the training needs of new and existing groups
4. To promote CiNI as the key source of Children’s Services Training expertise for the sector
5. To identify training needs for the sector, identify the appropriate methods to meet these needs and contribute to the continuous review of the Learning and Development Programme
6. To support, develop and maintain appropriate quality assurance systems regarding the evaluation of training suitable for CiNI and other voluntary organisations
7. To be responsible for the preparation, implementation and review of the Learning & Development Programme including Training Needs Analysis and e-learning
8. To be responsible for the preparation of the training calendar for the Learning and Development programme, and to liaise with Chief Executive on preparation of training tenders
9. To be responsible for the preparation of accountability systems, preparing regular activity / monitoring / funding reports for the Chief Executive / Board of Directors and Department of Health
10. Liaise with the Training Co-ordinator to confirm training schedule and course promotion

**Development**

1. To ensure that the Learning and Development function keeps up to date with current developments in training theory and practice
2. To provide information for Annual Report and Board Meetings
3. To lead and contribute to the development and promotion of multidisciplinary and multiagency training programmes
4. To develop effective working relationships with other disciplines / professions / agencies / training provider
5. To provide guidance for enquiries on safeguarding legislation and developments
6. To undertake project / development work as required

**Representation**

1. To represent CiNI and where appropriate the voluntary and community sector on relevant bodies as agreed

**Other Duties**

1. To contribute to the promotion of CiNI
2. To attend staff meetings and training as required
3. To be available for support, supervision and appraisal as required
4. To undertake such other reasonable duties as CiNI may from time to time require
5. To act as Designated Officer for Children in Northern Ireland

**Terms and Conditions**

1. Salary will be NJC Pay Points 29-35 pro rata.
2. Part time post based on 10.5 hours per week
3. There will be a six month probationary period
4. There will be an entitlement to 25 days annual leave (30days after 5years service / plus 12 statutory holidays) pro rata
5. CiNI offer Scottish Widows Stake Holders Pension based on an Employer contribution of 6% and 3% employee
6. The Learning and Development Officer is expected to travel throughout Northern Ireland and to have access to a form of transport that will able them to carry out the duties of the post in full
7. Given the nature of the work the post holder many be expected to work unsocial hours. CiNI has a Time Off in Lieu (TOIL) system in operation
8. CiNI operates a non-smoking policy