



## Candidate Information

For the position of

Trainer – SS2226

## Foreword from the Services Manager

Dear Applicant,

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

Reporting directly to the Training Services Coordinator this post is an important role within the Training Services Team. The Trainer will work 100% of their time on the ESF programme and 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. You will work directly with trainees, clients and other stakeholders to identify trainees/clients 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 and difficulties, 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, social workers.

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 and difficulties 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,

Jenna Pike

Director of Services

## Background to Stepping Stones NI

Stepping Stones NI support people with a learning disability and learning difficulties to realise their potential for a better future.

We have come a long way since we began in 1996 with our four services at our core. Our social enterprises include three cafes, a bespoke wedding stationery business and a guild commended picture framing business. Each social business serves as a realistic training platform for our trainees with 100% of our customer's money reinvested to support our work.

Since our formation we have been supporting people who face all kinds of barriers to employment including learning disabilities, learning difficulties, Autism, ADHD and Dyslexia.

Our offer has extended in recent years expanding to 4 council areas: Lisburn and Castlereagh, Ards and North Down, Newry, Mourne and Down, Armagh, Banbridge and Craigavon.

We support young people to make their move from school into further education, training and employment through our [Transitions Service](#). Our [Youth Service](#) helps young people 16-24 to develop their social skills, gain training and work experience. Our [Training + Employment Service](#) supports people of all ages to gain qualifications and find employment.

We have links with lots of employers and see the real and lasting benefit of our trainees achieving new skills, work placements and paid jobs.

With the right support people who experience barriers to employment can get a job that they enjoy, and stay and thrive in that role.

## Our Mission

"To nurture the potential of people with a disability to thrive in a socially inclusive society."

## Values

- **We Respect** everyone's right to a life more fulfilled.
- **We Inspire** employers and the wider community to see disability differently.
- **We Nurture** all of our People to be their best.
- **We Empower** each-other to make a positive impact on the world.
- **We are Driven**, seizing every opportunity to create better lives.
- **We are Honest** and always do the right thing.
- **We are Positively Charged** to make things possible.
- **We are Quality Focused**, to always ensure the highest standard

## Objectives

1. 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
2. To equip individuals participating in projects with knowledge, skills, attitudes and qualifications to enable progression to supported placement, further education, and/or employment
3. To promote independence and inclusion amongst adults with learning disabilities and difficulties participating in projects.
4. To provide a quality training service to stakeholders accessing Stepping Stones NI services and social enterprises.
5. To promote cooperation and develop links with other relevant agencies to maximise opportunities for people with a learning disability or learning difficulty.

## Job Description

<b>Job Title:</b>	Trainer
<b>Reporting to:</b>	Training Services Coordinator
<b>Responsible for:</b>	The Trainer will work 100% of their time on ESF 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.
<b>Location:</b>	<b>Based in Lisburn (Hybrid working) but with training responsibilities across all other Stepping Stones NI geographical areas</b>
<b>Salary:</b>	<b>£25,706 per annum</b>
<b>Pension:</b>	7% contribution
<b>Holiday entitlement:</b>	25 Days plus 11 Statutory Days
<b>Duration:</b>	to 31 <sup>st</sup> March 2023 (with possibility of extension subject to funding)
<b>Hours of work:</b>	37 hours per week
<b>Other Benefits:</b>	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 Bonus scheme

## 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 Stepping Stones ESF programme which is part funded by the Department for the Economy. 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 such as City and Guilds, OCN.
- Work with the Training Services Coordinator to ensure efficient and timely delivery on OCN, NVQ, and other vocational training programmes
- To complete risk, and learning needs, assessments of the clients/trainees who you will be training, and supervising these clients/trainees during their training programme
- To liaise with trainees, clients, 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
- Develop and review each client's individual action plan, working with other departments and employers.
- Assess the client's abilities through observation in training
- 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

### Administration

- To ensure the accurate maintenance of appropriate records, statistics, budgeting, client 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 clients and report any incident, or safeguarding incident, using the appropriate processes

- Keep necessary and accurate records of activities and interactions with the client/ trainee
- To report to the Training Services Coordinator on individual service targets using a monthly balanced score card
- Regularly report on, and use, client progress and systemically maintain and organise online records including:
  - Individual Profile
  - Job Description
  - Trainer reviews and evaluation
  - Communication logs
  - Risk assessments
  - Health & Safety Checklist of premises
- Ensure regular updates and good new stories for website and social media.

## 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.

## 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 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.
- To attend any meetings as and when required, for example service meetings and monthly balanced scorecard meetings with the Training Service Coordinator
- 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 values.

**This list is not exhaustive, and the role of the Trainer 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), <b>and either hold a Certificate in Teaching, or a teaching qualification Level 4/5</b>
2 years' experience working with awarding bodies – OCN and City & Guilds
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/difficulty
Computer and ILT literacy including; Word, Excel, PowerPoint, email packages and social media (Facebook, Twitter and Instagram)
Can communicate clearly and with confidence both orally and in writing, including reporting, 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.
Have a driving licence and access to transport (Consideration will also be given to candidates, who because of a disability, cannot hold a driving licence, but who have access to a mode of transport that allows them to fulfil the duties of the post)

Desirable Experience
1 years' experience working with people with disabilities/learning difficulties
Hold internal verifier/moderator qualifications
Experience of delivering training in vocational subjects with an emphasis on the Hospitality sector e.g. Retail, Catering, Domestic Care etc.
Degree or Equivalent
An understanding of the policies and issues relating to training in the sector
Experience of ETI, Investors in People

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.