



JOB DESCRIPTION

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| Job Title | Employability Training Officer |
| Directorate | Support Services |
| Grade | Band 4 |
| Reports to | Employment Business Development Coordinator |
| Budget responsibility | No |
| People Manager responsibility | No |
| Number of direct reports | 0 |
| Indirect reports | 0 |
| Locations / Usual Base | Fieldwork/Ballymena |
| Hours of work | As per advert |

Organisation Chart:



Job Purpose:

As an Employability Training Officer, you will provide training support for economically inactive individuals, including those with disabilities, neurodiversity, autism and/or mental health issues to move towards sustained employment. This will include delivering or supporting the delivery of a wide variety of accredited/non accredited vocational training and experiential learning.

This service must be delivered in accordance with Triangle's mission, values, policies and procedures and relevant legislation.

Key Responsibilities:

- Process training referrals from the Employment Officers to provide a range of training opportunities to meet the assessed needs of the individual seeking employment.
- Deliver academies in partnership with employers and other external stakeholders to facilitate industry relevant accredited and experiential training.



- Deliver on-the-job training support as identified by the Employer and Employment officer.
- Develop a training plan to deliver accredited and non-accredited and bespoke training programmes.
- Tailor training delivery methods to meet the individuals learning style to maximise engagement and promote the achievement of vocational goals.
- Enable individuals to overcome barriers to learning in order to support employment journey.
- Facilitate experiential learning within Enterprise setting.
- Maintain a high-quality service by achieving targets as agreed with your line manager.
- Assist with gathering feedback from learners through evaluations/surveys.
- Maintain and store records ensuring the confidentiality of information as per GDPR procedure.
- Adhere to Triangle's Health and Safety policy, procedures, and workplace risk assessment.
- Assist with creating content for social media platforms and other marketing activities.
- Attend any internal and external training, team meetings and performance reviews as required.

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting Triangle by undertaking any related responsibilities which are commensurate with this grade.

The post holder is bound at all times to observe the strict rules of confidentiality applicable to work in this Directorate.

Working Relationships:

The Employment Officer will need to establish and maintain effective working relationships with the following:

- Progression to Employment Service Manager, Enterprise Coordinator and Employment Programme Manager
- Employment Service Colleagues & Enterprise Service Team Members
- Employers
- Partner agencies



PERSON SPECIFICATION:

Qualifications and Experience

Essential Criteria:

- Train the Trainers award/Level 3 in Education and Training or equivalent and a minimum of 2 years recent experience of delivering work-based learning.

OR

- Can demonstrate significant relevant experience of providing vocational training within the employment sector.

Desirable Criteria:

- Experience of working with economically inactive individuals including those with disabilities, neurodiversity, autism and/or mental health issues.
- Level 3 qualification in Assessing vocational achievement.

Skills and Abilities

- Be IT literate using Microsoft word, Excel, PowerPoint etc.
- Ability to develop and adapt training materials and resources.
- Ability to motivate learners and respond to individual learning styles.
- Excellent communication skills both oral and written.
- Ability to work independently using own initiative to achieve outcomes.
- Ability to achieve outcomes and results within agreed timescales.
- Commitment to equal opportunities and inclusive working practices.
- Ability to develop and maintain relationships with a range of stakeholders.

Personal Circumstances

- Possess a full valid driving license and access to a car or can demonstrate mobility to carry out the functions of the job in a fieldwork setting.