

Northumberland County Council
JOB DESCRIPTION

Post Title: Training Coordinator (Social Care Training)		Director/Service/Sector: Adult Services		Office Use	
Band: Band 5		Workplace: County Hall		JE ref: 3858	
Responsible to: Team Manager - Staff Development(Social Care)		Date: April 2021		Job Family:	
<p>Job Purpose: To assist in meeting the organisations commitment to training and staff development and in particular to commission, coordinate and deliver learning in a range of Health and Social Care subjects across a variety of levels. Promoting vocational knowledge, understanding and skills to support staff and to develop the provision of social care training.</p>					
Resources	Staff	No direct reports			
	Finance	Support the Operational and Team Manager (Social Care Training Team) to manage delegated budgets for adult and children’s social care funding.			
	Physical	Use of equipment relating to learning and development.			
	Clients				
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Lead in the co-ordination of identified training. 2. Liaise with colleagues to ensure a coordinated programme of training for adult and children’s social care. 3. Provide Information, Advice and Guidance (IAG) to internal and external customers. 4. Develop, organise, implement and monitor the delivery of identified training through both face to face and virtual interactions. 5. Deliver parts of the programme according to own training and area of expertise. 6. Set and agree targets for training delivery. 7. Monitor and evaluate and review the progress of training within area of responsibility. 8. Participate in management and other groups to represent training and development interests. 9. Provide feedback to manager on actions required to deliver the training and development plan. 10. Be responsible for the health and safety of others in the provision of training and staff development, taking into account related HR policies, conditions of service and legislation as required for the area of responsibility. 11. Assist in managing budgets relating to provision of training in area of responsibility. 12. Provide budget reports to line manager. 13. Provide written and verbal reports on Training and Development related matters in area of responsibility as and when required. 14. Book venues, coordinate with availability of other trainers and training providers, advertise and assist in course booking and records. 15. Develop and ensure consistency, continuity and coherence of policies/procedures in relation to area of responsibility ensuring governance requirements are met. 16. Set and agree targets, monitor, evaluate and review the progress of training. 17. Train and support in-service trainers to deliver aspects of the training programme. 18. Assist in the co-ordination of the ASYE (Assessed and Supported Year in Employment) Programme for Newly Qualified Social Workers 19. Assist in the processes of placing social work students within the organisation. 20. Be responsible for the co-ordination and delivery of training to health and social care establishments in own area of responsibility. 21. Adhere to policies and processes linked to learning and development activities. 22. Ability to propose changes to procedures which affect learning and development. 23. Responsible for evaluating information flows for the purpose of learning and development activities across the adult and children’s social care sector. 24. Responsible for reporting learning and development activities for the sector. 25. Undertaking audits, self assessment against standards, producing reports (internal/external). 					

- 26. Freedom to act within established parameters for learning and development within the social care sector.
- 27. Devising, delivery and evaluation of learning and development programme.
- 28. Any other duties consistent with the nature, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.

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PERSON SPECIFICATION

Post Title: Training Coordinator (Social Care Training Team)		Director/Service/Sector: Adult Services	Ref: 3858
Essential	Desirable		Assess by
Qualifications and Knowledge			
Relevant qualification within health and social care L3 and above		ICT qualifications (e.g. ECDL) IAG qualification at Level 3 A recognised teaching qualification	
Experience			
Recent experience of working in a Health and Social Care setting Competent in use of IT and database systems		Teaching/training experience in a Social Care or Health setting Experience of delivering training to groups Experience in use of virtual learning platforms	
Skills and competencies			
<p>Excellent verbal and written communication skills</p> <p>Good presentation skills</p> <p>Knowledge of National Standards and legislation relevant to area of speciality and their impact on services</p> <p>Must be able to demonstrate the English language proficiency level required for this post</p> <p>Communication and relationships required across a broad range including Operational & Team Manager, Learning & Development colleagues, Social Workers, Care Managers, Training providers, course participants and external agencies</p> <p>Presenting information to staff and customers either individually or in groups, sometimes within a formal setting</p> <p>Liaising with staff, customers and external bodies on issues relating to learning and development</p> <p>Providing feedback to the Operational and Team Manager</p> <p>Ability to analyse complex information and translate into meaningful reports</p> <p>Ability to formulate short, medium and long term training plans linked to organisational and legislative needs/requirements</p> <p>Ability to work to deadlines</p> <p>Developed physical skills where accuracy is important</p> <p>Advanced key board skills required due to the need to produce reports</p>		<p>Experience of contract specification and negotiation</p> <p>Ability to motivate learners</p>	
Physical, mental, emotional and environmental demands			
<p>Incidental contact with clients as part of role when meeting service managers and staff</p> <p>Light physical effort</p> <p>Concentration required for checking documents, writing reports and analysing statistics/interruptions on preparation of presentations</p> <p>Light exposure to emotional effort</p>			

<p>May be required to drive considerable distances alone to isolated rural areas in unpredictable circumstances to undertake their role. Office environment/home working</p>		
Motivation		
<p>A strong belief and personal commitment to staff development, including own continuous professional development Flexible and adaptable working approach Ability to work to deadlines Ability to work independently and as part of a Team</p>		
Other		
<p>It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes Reasonable adjustments would be considered where necessary Willingness to undertake further training</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits