



## Job Description and Person Specification Training Officer

<b>POST:</b>	<b>Training Officer (Housing Support)</b>
<b>LOCATION:</b>	<b>Keighley/Bradford</b>
<b>GRADE:</b>	<b>4 Salary: £26,775</b>
<b>HOURS:</b>	<b>Full Time: 35 hours per week</b>
<b>CONTRACT:</b>	<b>Permanent</b>

### **Purpose of the Job:**

- To help build capacity and capability in services to ensure that they can respond appropriately to the needs of the people they serve.
- To create and deliver learning and development including training to staff and volunteers and wider partners.
- To support housing delivery providers to be skilled and educated around substance misuse issues and solutions.

### **Main Duties :**

- To work with the learning and development lead to identify requirements then design a programme of learning to meet this need.
- To identify barriers, gaps and opportunities in skills and knowledge.
- To develop and co-produce a range of learning materials, directed at services, that will promote and enhance the end user experience.
- To work with colleagues at Project 6 to identify partner organisations and create opportunities to work with them.
- To record and evaluate the impact of the training and learning.
- Produce relevant documents and reports in support of the role.
- Attend and contribute to meetings with other staff and partners.

**Project 6 is committed to being a safe, healthy, and non-discriminatory employer. You will need to abide by our Code of Conduct, Health and Safety and HR Policies.**

**PERSON SPECIFICATION**

Listed below are the knowledge, experience, skills, and values you'll need to do this job. We will assess these through your application or through tests and interviews after shortlisting.

<b>Knowledge</b>	<b>Method</b>
Understanding of the barriers faced by people when accessing, navigating and negotiating public and voluntary services.	Application/ Assessment
Practical knowledge or personal experience of the challenges facing people who have difficulties relating to drug or alcohol use.	Application
Of a range of effective training techniques and styles that maximise learning.	Assessment
Of the learning cycle and effective approaches to evaluation.	Assessment
<b>Experience</b>	
At least 2 years' experience of delivering effective training and learning to a wide range of employee audiences in a charitable or public sector context.	Application/ Interview
Designing and delivering training for an in-house staff team.	Application
<b>Skills</b>	
Evidenced ability to reflect on your own practice and develop as a result.	Application/ Interview
Ability to work as part of a team, and where appropriate on your own initiative.	Application
Confidence to be able to deliver sessions to a broad range of audiences.	Interview
Well organised and able to keep accurate records.	Application
<b>Values</b>	
Demonstrates a willingness and motivation to learn and develop.	Interview
A firm belief that all people matter.	Application/ Interview
A commitment to making a positive difference, and belief that change is possible.	Application/ Interview
Reliability and honesty.	Application/ Interview
A personal commitment to equality, diversity, and inclusion.	Application/ Interview