

<b>POST:</b>	Training Officer (Housing Support)
<b>LOCATION:</b>	Keighley/Bradford
<b>GRADE:</b>	4 Salary: £27,310 (FTE) £10,924 (Actual) per year
<b>HOURS:</b>	Part-time: 14 hours per week (2 days)
<b>CONTRACT:</b>	Permanent

### **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 use 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.

**We recognise the value of personal lived experience and voluntary experience as alternatives to formal experience and qualifications.**

Knowledge	Method
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
Experience	
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
Skills	
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
Values	
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