



*Jobs with Purpose*

<b>Job title</b>	Specialised Trainer
<b>Candidate Brief</b>	<p>NOW Group are an award-winning social enterprise who delivers services across Northern Ireland supporting people with learning difficulties, autism and neurodiverse conditions into jobs with a future. We are passionate about changing lives and our priority is on outcomes and impact for individuals, their families and communities who are the most disadvantaged. We support participants to have better health, a better education and a brighter future. Our services are continually evolving as a result of co-design, participant feedback and project learning.</p> <p>Our specialist employment and training services are funded by UKSPF and delivered through the SkillSET project, a partnership of 7 regional disability organisations. This project will provide targeted support to those with disabilities/health conditions who face multiple barriers in accessing employment and are furthest from the labour market.</p> <p>As a Specialist Trainer you will develop and deliver training in at least one of the following vocational subjects: Catering &amp; Hospitality, Retail, Warehousing, Admin, ICT or Cleaning providing participants with the highest quality support to ensure that each individual receives the training they require for progression into employment. The post holder will develop individual training plans for participants in line with their desired progression route whilst promoting and participating in the delivery of all NOW Group training services and products.</p>
<b>Location</b>	Based in a NOW Group site in the South & West (Derry, Omagh or Enniskillen) with requirement to travel across NI as/when required
<b>Reports to</b>	Training Development Manager
<b>Hours</b>	37.5hrs
<b>Salary scale</b>	£28,250 per annum
<b>Benefits</b>	<p>25 days annual leave plus 12 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling &amp; Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike 2 Work Scheme Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>



## Mission

Supporting people with learning difficulties and autism into jobs with a future.

## Vision

A society where people with learning difficulties live, work and socialize as valued citizens.

## Main Responsibilities

1. Work in collaboration with colleagues across NOW Group services to develop and deliver high quality specialised training courses relevant to individual participant goals and aspirations.
2. Develop and deliver high quality accredited training courses and academies in at least one of the following vocational subjects – ICT, Business Admin, Retail, Cleaning, Warehousing, Catering & Hospitality and courses in a variety of soft skills subjects (e.g. Employability, Money Management, Personal Development).
3. Deliver internal mandatory and developmental training sessions to NOW Group staff and a range of training courses to External Organisations as required.
4. Ensure integration of relevant learning technologies (ILT) in all teaching and learning and actively secure skills in use of relevant equipment.
5. Produce high quality resources, schemes of work and lesson plans ensuring differentiation to suit the level of participant.
6. Develop excellent relationships with partners and stakeholders, representing NOW at events by delivering presentations, participating in discussions and explaining the work of the organisation.
7. Contribute to the achievement of targets within the Organisational Scorecard and NOW Group's strategic objectives.
8. Promote the NOW Group brand and tell our story through social media engagement, attending events, use of marketing materials and other key communication tools.
9. Take part in regular quality audits to ensure compliance with organisational and funder guidelines.
10. Comply fully with NOW Group's 'Organisational Approach to Safeguarding.'

**This job description is not definitive and may be subject to review as the duties and responsibilities determine.**

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.

## Personnel Specification

### Essential

1. A full current driving license and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license.
2. Ability to be flexible and adaptable - hours are flexible and may involve evening and weekend work as require. This role is also peripatetic.
3. Certificate in Teaching or an equivalent training qualification
4. GCSE in English and Mathematics
5. Be a subject specialist in one of the following vocational areas: ICT, Business Admin, Retail, Cleaning, Warehousing, Catering & Hospitality
6. Minimum of 1 year's paid experience delivering accredited training programmes to either:
  - Children or young people
  - Adults with barriers to learning
  - Participants with learning disabilities/difficulties
7. Proven experience of working with Accreditation Bodies
8. Experience of assessment and moderation

### Desirable

1. Hold qualification to deliver Essential Skills
2. Hold Internal verifier/ moderator qualifications

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

## Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day-to-day work and their relationships with participants, stakeholders and colleagues. These are displayed on the next sheet.