



Jobs with Purpose

Job title	Training Development Manager
Candidate Brief	<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 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 UK Government 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 Training Development Manager you will lead on the contract management and operational delivery of our highly skilled training team. A key aspect of the role will be to ensure connectivity between skills development and employability outcomes for our participant's learning journey, ensuring that everyone receives a service that supports their individual needs and aspirations. You will also have responsibility for all training aspects of a wider range of contracts; lead on income generation for the department; focus on strategic direction and manage a team of Specialised Trainers.</p>
Location	Hybrid covering all of Northern Ireland
Reports to	Head of Services
Hours	37.5 hours per week
Salary scale	£35,000 per annum
Benefits	<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 & Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike to Work Scheme Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>



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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. Manage NOW Group's training provision ensuring services are planned and implemented to fulfill NOW Group strategic and operational plans and the needs and aspirations of key stakeholders.
2. Lead on funding applications or tender opportunities with a focus on training or skills development, developing innovative delivery models and best practice.
3. Line management of Specialised Trainers including work allocation, training, problem resolution and evaluating performance.
4. Lead on the development of a range of academies and courses that reflect the skills agenda, addressing labour market shortages and engaging with employers to understand their requirements.
5. Lead on regular scoping activity with employment team to identify employment trends, matching training courses and linking participant aspirations.
6. Lead on the development of NOW Group's internal staff training programme, ensuring compliance with any mandatory required by contracts.
7. Develop and quality check JAM Card training for businesses and other organisations across the UK and Ireland as required, providing insights into the JAM card user experience and updating training content as required.
8. Work with the Marketing team on key engagement activity including events, communication strategies and marketing materials, including social media engagement.
9. Produce accurate monitoring and reporting on progress against targets internally and externally to funders and business partners.
10. Undertake regular quality audits to ensure compliance with organisational and funder guidelines.
11. Contribute to the achievement of organisational Scorecard targets and strategy objectives.
12. Comply fully with NOW Group's 'Organisational Approach to Safeguarding' and adopt the role of Designated Safeguarding Officer.

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://www.nidirect.gov.uk/access-ni-code-of-practice)

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.



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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 required.
3. Minimum level 2 qualification in English and Maths
4. 3rd level qualification in a relevant discipline.
5. At least 2 years' experience of supporting young people or adults with barriers to learning
6. At least 2 years' experience of managing a team or training contracts
7. At least 1 years' experience of applying and securing funding, grants, tenders or government contracts.
8. Excellent level of IT, communication skills and public-speaking/presentation skills.

Desirable

1. Certificate in Teaching or equivalent teaching qualification
2. Experience of developing courses for accreditation and working with awarding bodies.
3. At least 2 years' experience of taking a lead role in ETI inspections, self-evaluation and quality improvement processes.
4. Internal verifier, External Verifier or assessor 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.

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. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.