**DEFENCE MEDICAL WELFARE SERVICE**

**JOB DESCRIPTION**

**Training Facilitator**

**Key Responsibilities**

The Training Facilitator is responsible for providing high quality training and facilitation of courses and supporting the innovation and design of training packages. This role requires travel and occasional overnight stays away from home.

**Primary Outputs**

* High quality delivery of training
* Facilitation of the Diploma in Welfare Studies course
* Preparation of materials for courses
* Excellent liaison with Associate Trainers & external agencies
* Identification of new business development opportunities
* Close liaison with the Training Manager
* Assist with the design and production of new training packages

**Personal Characteristics**

* Passionate about training
* Personal energy and resilience
* Self-confident and motivated
* Team player
* Adaptable and flexible approach to work
* Commitment to promote the aims of DMWS and DMWS Training
* Loyal and hardworking

**Minimum Expertise**

* Training and delivery experience
* Excellent and effective communications and interpersonal skills
* Proven skills with e-learning software such as Articulate 360
* Financial awareness and understanding the commercial aspects of delivering training packages
* Proven IT skills including Microsoft Office
* Coaching and mentoring skills
* Able to evidence lifelong learning and continuing professional development
* A current full driving licence, and access to a vehicle
* Prepared to travel on a regular basis

**Desired Expertise**

* Approved Mental Health First Aid Instructor, or prepared to undertake training
* Experience of training delivery in health, social care, third sector and corporate environments
* Qualified Workplace First Aider