**CASUAL TRAINER**

**Role Profile and Person Specification**

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| **Role:** | Casual Trainer |
| **Responsible to:** | Training Manager |
| **Hours of work:** | Zero hours contract – as required |
| **Location category:** | Agile working practices in place |
| **Driver Status:** | Permitted Driver |

**Main purpose of the role**

The Casual Training Officer is responsible for delivering training on behalf of the RAF Association (the Association) in accordance with the Association Business Plan, and Strategic Plan, at locations throughout the UK. This is a training delivery role. Training may be delivered online, for which a computer, with audio and camera, and reliable Wi-Fi is required, or face to face involving travel to locations across the UK.

**Primary responsibilities**

* Deliver and evaluate training either online or at locations throughout the UK
* Providing regular feedback to the Training Manager
* Work closely with the Training Manager to evaluate training
* Maintain any records in line with standard operating procedures, service standards and regulatory requirements.
* Amend and revise programmes as necessary to adapt to changes
* Contribute to decisions around ‘best practice’ for training content and delivery

**This role profile is intended to represent the core criteria of the role rather than providing an extensive list of tasks. In addition to the responsibilities listed above, all employees are required to observe the Association’s commitment to Health and Safety and Safeguarding as outlined in the Employees’ Health & Safety & Safeguarding Commitment.**

**CASUAL TRAINER**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * Good level of education including Maths and English (GCSE Grades A-C / 5+) * Training qualification or demonstrable extensive training experience | * Experience of delivering mental well-being, personal development courses or welfare related training |
| **Knowledge and Experience** | * Experience of delivering interactive training using a range of training methods including facilitating group work * Knowledge and understanding of a range of training strategies and learning methods * Ability to engage diverse groups of leaners * Experience of delivering accredited and qualification courses * Knowledge and experience of using a variety of evaluation methods * Experience of working with a multi-agency / partnership approach * Recent and significant experience of working with vulnerable groups and individuals | * Experience working in a charity or voluntary sector. * Experience of delivering training to charity or voluntary sector audiences * Experience of working with service users with complex needs * Experience of designing learning materials and courses * Understanding of issues faced by the armed forces communities and veterans |
| **Communication and Relationships** | * Ability to work independently * Proven experience of building rapport with groups and stakeholders * Able to communicate effectively using an excellent standard of accuracy, fluency, grammar and expression (written and verbal). * Able to use own initiative to identify tasks requiring attention. * Excellent negotiation skills (diplomatic, persuasive, assertive, flexible). | * Experience of working with volunteers * Experience of working with Armed Forces community and / or veterans |
| **Decision Making and Problem Solving** | * Excellent administration and organisational skills to deliver workloads to quality standard. * Experience of working to defined standard and procedures ensuring materials and processes are consistent and corporate * Able to use initiative and creativity in the delivery of training | * Evidence of contributing to process improvement activities. |
| **Information** | * Able to work efficiently and accurately, with good attention to detail. * A working knowledge of safeguarding, equal opportunities and anti-discriminatory practice |  |
| **Physical/**  **Mental Effort** | * Enthusiastic and confident with a positive attitude and professional approach. |  |
| **Working Conditions** | * Overnight stays for meetings and training purposes. * Delivery of online courses from own home for which a computer, with audio and camera and reliable WIFI is required * Willingness to work flexibly including evenings and weekends * Ability to travel to different sites, and venues, throughout the UK to deliver training as necessary. * This post requires you to drive using your own car (for which you must obtain appropriate insurance at your own cost) or a hire car for longer journeys. |  |