##

## Job Description

**Job Title:** Training Co-ordinator

**Reports to:** Business Services Manager

**Hours:** 37 hours per week (part-time considered)

**Salary**: £27,041

**Location:** Living Options Devon Offices in Exeter

**Period of Notice:** 1 month

**Contract:** Temporary contract until 31st March 2025, (likelihood of extension subject to funding)

**Background/context**

Living Options Devon (LOD) is a charity and a company limited by guarantee founded over 25 years ago.Our vision is of a fully informed, accessible, and inclusive society in which every individual has the choice and opportunity to achieve their full potential and take part as an equal and valued citizen.

We exist to ensure people with disabilities and Deaf people with sign language can make an active and equal contribution in society. Specifically, we:

* Encourage people to feel more informed, valued, and confident to take part in society through relevant training and support;
* Enable people to identify priorities and develop user-led services;
* Engage people in effective communication with local/national service commissioners and providers; and
* Empower people to raise awareness of what society needs to do to provide equality of opportunity both locally and nationally.

We believe in a fully accessible society where all people can enjoy freedom of choice and equality of opportunity. We operate a culture of open communication, empowerment, and development, where individual differences and abilities are respected, and people are encouraged to achieve their full potential.

We strive to be user-led in all that we do, enabling disabled and Deaf people to influence and manage our full range of services and operations.

**Profile**

The post-holder will support the Business Services Manager to deliver the Oliver McGowan Training Programme, providing impactful training about a range of issues relevant to people with a learning disability or autism, in partnership with people with lived experience.

The post-holder will be part of an established team (comprising the Business Services Manager and two Training Co-Ordinator’s, who are already in post), responsible for helping organise and support the Oliver McGowan team of Trainers/Facilitators and Experts by Experience trainers so that training is delivered on time and to a high standard, and helping to resolve any issues that might arise or where appropriate, escalate them to the Business Services Manager.

This role is part of a new mandatory training requirement to deliver Oliver McGowan Learning Disability and Autism training across the NHS Trust in Devon.

In line with national expectations of delivery, Living Options Devon will make sure that the training is organised, designed, and delivered by Experts by Experience, who live with a learning disability or autism.

The training is co-produced and has a user-led element, covering topics including learning disability awareness, understanding autism, reasonable adjustments, supporting people with mental health conditions, communication, and supporting young people with a learning disability.

**KEY TASKS**

* To co-ordinate the delivery of the Oliver McGowan mandatory training working with the Business Services Manager and other Training Co-Ordinator’s, in line with national requirements
* To work with the Business Services Manager, Training Co-Ordinator’s, Executive Team, Lead Facilitator/Trainers, Experts by Experience, and commissioners as required
* Provide project management support for the organisation and delivery of activities including the booking of training and provision of equipment and resources to deliver training on the day is in place, for both online and face to face delivery
* Ensure trainers with lived experience are fully supported in the delivery of the sessions, helping them to develop skills and confidence.
* Undertake a supervisory role for Experts by Experience, ensuring appropriate support, leadership and coaching in line with organisational expectations.
* Support promotional activities, including inputting on promotional campaigns, and engaging in appropriate social networks and other marketing activity as required.
* Attend meetings and training to develop relevant skills and knowledge
* To behave in a friendly, professional manner at all times

**General Duties**

* Any other administrative duties as required to ensure the smooth and efficient running of the organisation.
* Attend and participate in regular staff and team meetings.
* Attend appropriate training courses where identified.
* Attend and participate in regular work appraisals and any other support systems as appropriate.

**NB** The above list is indicative and not exhaustive. The post-holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

# Person Specification

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|  | **Essential** | **Desirable** |
| **Knowledge** |
| High level of literacy and numeracy |  |  |
| Computer literate with excellent knowledge of Office 365, Word, Excel, Outlook, Teams, Zoom and use of internet |  |  |
| Understanding of learning disability and autism |  |  |
| Knowledge and experience of using learning technologies and digital media |  |  |
| **Experience** |
| Experience of project management and service development |  |  |
| Experience of working with people with disabilities, autism, or mental ill health |  |  |
| Previous experience of training management and administration  |  |  |
| Experience of working in an office environment |  |  |
| Experience of working with the health and/or social care sector |  |  |
| Experience of line managing others – staff and/or volunteers |  |  |
| **Skills** |
| Excellent communication skills and ability to easily build rapport |  |  |
| Excellent attention to detail |  |  |
| Tactful and diplomatic supportive approach |  |  |
| Excellent organisational and logistics skills |  |  |
| Administration skills |  |  |
| Able to co-ordinate a range of people with varied skills and experience, and work collaboratively with partners |  |  |
| The ability to be proactive and take initiative  |  |  |
| Able to demonstrate the ability to consider the needs of service users and carers |  |  |
| Able to work on own initiative as well as part of a team |  |  |
| Able to get on with others and be a team-player as well as the ability to take direction |  |  |
| Ability to work without supervision when necessary and demonstrate reliability, responsibility and accountability |  |  |
| Understanding of safeguarding and health and safety |  |  |
| Able to plan, manage workload, prioritise tasks and meet deadlines and support others to do so |  |  |
| **Other** |
| Demonstrable evidence that candidate aligns with LODs mission, vision, and values |  |  |
| Personal experience of disability or Deafness |  |  |
| Flexible and co-operative attitude to work routine and variety of tasks |  |  |
| Trustworthy and able to handle and manage confidential information |  |  |
| Resilient, calm and able to use initiative |  |  |
| Positive outlook, energy, focus and enthusiasm |  |  |
| Able to travel to training locations across the Southwest either in own vehicle or public transport |  |  |