



Title	Training Manager
Contract Type	1 year fixed term contract with possible extension to permanent contract
Location	Predominantly home based with frequent travel (subject to covid-19 restrictions)
Hours	Full time (40 hours a week)
Accountable to	Director of Training
Notice Period	2 Months
Salary Scale	£28,000 - £33,000 per annum (depending on experience)
Annual Leave	25 days plus bank holidays leave per annum

### **Job Description**

The Training Manager is a member of the LimeCulture Training Division with the responsibility to plan, develop, prepare and deliver high quality training to all LimeCulture training programmes.

The Training Manager will work closely with:

- The Director of Training
- Other Training Managers
- Training Administrator
- Across the LimeCulture Core Team

### **Overall Purpose**

The Training Manager is responsible for:

- Management and delivery of specific training programmes as delegated by Training Director
- Contributing, developing and delivering end to end training programmes
- Delivering of training



## Key Responsibilities

### Functional

- Co-ordinate and manage communications ensuring overall training objectives are clear and visible to all trainers, delegates and stakeholders
- Maintain an oversight of all training programmes/events through planning and delivery phase
- Work closely with all trainers and consultants in the development and delivery of training programmes
- Agree preferred guest speakers with Training Director
- Review and update training materials at regular intervals in conjunction with other consultant trainers
- Prepare agendas, lesson plans and training materials within defined timescales
- Create assessments to assess learning for each accredited course in line with NCFE requirements
- Support guest speakers and consultant trainers to deliver high quality training programmes
- Liaise with guest speakers/consultant trainers regarding expectations for delivery and feedback
- Maintain effective communication with the Training Division and wider LimeCulture core team
- Liaise with Training Administrator to ensure all pre training objectives are completed to agreed timescales
- Maintain up to date knowledge and skills by keeping abreast of any changes in legislation, practice and policy
- Mark/moderate assessments as appropriate
- Maintain assessment result records and liaise with the Training Administrator to ensure notification to delegates within defined timescales
- Assist with ensuring compliance with the NCFE accreditation process and the external responsibilities imposed by them including collecting, compiling and reporting results of evaluation and feedback, attendance and any other related training data

### Organisational

- Drive the LimeCulture brand forward to maintain and enhance the organisation reputation
- Attend and meaningfully contribute to Training Division meetings and Core Team meetings
- Contribute to the delivery of other business areas as required
- Adhere to all LimeCulture CIC policies and procedures
- Other relevant duties commensurate with the position



## Person Specification

The post holder will be enthusiastic and pro-active, have good attention to detail but also the capacity to work at a senior level, with a flexible attitude to work.

The post holder will have the capacity to work to tight deadlines whilst managing competing demands, maintaining a good level of accuracy, and the ability to prioritise effectively.

Ability to demonstrate:

- Ability to create and maintain professional relationships with stakeholders
- Ability to contribute to organisational planning and development of the Training Division
- Excellent inter-personal and communication skills (both verbal and written)
- Experience of working within the sexual violence sector
- Knowledge of the key principles of the ISVA and SVLO role and other key roles within the sexual violence sector
- Experience of effectively developing and delivering training programmes from start to end
- Experience of the end-to-end design, delivery and reporting for bespoke training programmes
- Ability to consider the learning needs of specific groups, develop learning objectives, lesson plans and training materials
- Ability to develop assessments of learning against agreed objectives
- Ability to meet tight deadlines and work under pressure
- Ability to work individually or as a member of a team
- High standard of computer/digital literacy
- Good knowledge of relevant policy agendas (both national and local)
- Confidence in public speaking
- Ability and willingness to deliver training and frequent meetings across the UK and internationally where required
- Ability and willingness to work away from home and evenings/weekends as and when required
- Willingness to undertake staff training and development as required
- Determination, perseverance and resilience