

JOB DESCRIPTION & PERSON SPECIFICATION

Job title & Department: Trainer / Assessor

Salary: £10.17 per hour, annual salary £18,509

Staff Group: Training Services

Hours: Annual salary covers an average of 35 operational hours per week plus 20 hours per year protected CPD time.
This role is a Full Time permanent position AND also available as a Bank position, 0 Hours

This role is supported by: Service Delivery Co-ordinator (Training Services)

Location: Ossett Training Centre with travel to deliver on site courses as required

Job summary

To deliver and assess Heart Medical courses. Playing an integral part in the delivery of a high quality experience to our customers and ensuring a supportive learning culture.

Heart Medical trainers will also deliver internal CPD training for staff.

Trainers may also participate in the delivery of event cover where required.

Main duties and responsibilities

1. The professional and consistent delivery and assessment of Heart Medical courses in accordance with current protocol to our customers and staff.
2. Achieve and maintain competence in all relevant skills and knowledge by attending CPD events, passing annual assessments and keeping a personal development and reflective portfolio through the CPDme system.
3. Ensure all training equipment is fit for purpose and is cleaned & stored in line with Heart Medical policy.
4. Accurate and timely completion of course paperwork
5. The preparation and clearing of the training room and associated areas such as kitchens and break out rooms, ensuring students have the best experience of Heart Medical.
6. To act as a positive representative of Heart Medical and to ensure commercial opportunities are explored and fed back.
7. Provide event medical cover up to the post holders ability when deployed on frontline operations.

8. To act as a “buddy” to newly team members who are joining Heart Medical, helping them get used to daily routines, completing the portfolio, familiarisation with policies and procedures, completing peer evaluation forms and generally helping them to integrate into the heart Medical family.
9. Playing your part in growing a first class working environment, treating all colleagues as equals and working together as a team. Supporting, caring and encouraging colleagues to achieve excellence and making Heart Medical an employer of choice.
10. Wear the Heart Medical uniform with pride, ensuring that yourself and those around you positively represent Heart Medical and our partnership agencies. Heart medical team members will always ensure high standards of personal fitness for role, uniforms are clean and ironed, boots are polished and all items worn in line with policy.
11. To perform any other duties commensurate with these responsibilities, the grade of the post and skill and qualifications of the post-holder as deemed appropriate by Heart Medical.

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education/qualifications			
Hold a nationally recognised training qualification such as Preparing to Teach in the Lifelong Learning Sector (PTLLS) or Certificate to Teach in the Lifelong Learning Sector (CTLLS) or equivalent	√		Application Form
Hold a recognised Assessor qualification (Level 4) if this not included in the training qualification	√		Application Form
Relevant course qualification required: <ul style="list-style-type: none"> First Aid at Work 	√		Application Form
Relevant course qualification required: <ul style="list-style-type: none"> IOSH NEBOSH AED Manual Handling Fire Marshall 		√	Application Form
Experience			
Experience of delivering First Aid training	√		Application Form/Interview
Experience of coaching, training, supporting & assessing students	√		Application Form/Interview
Experience of delivering IOSH, NEBOSH, AED, Manual Handling & Fire Marshall courses		√	Application Form/Interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	√		Application Form/Interview
Ability to use ICT at an effective level to deliver courses	√		Application Form/Interview
Ability to work on your own under minimal supervision	√		Application Form/Interview

Capable of engaging students in a professional but enjoyable way	√		Interview
Motivation			
Ability to work on own initiative	√		Application Form/Interview
Willing to adapt and learn new skills	√		Application Form/Interview
Willingness and ability to travel to perform your role	√		Interview
Car owner with insurance to cover business use or have access to transport in order to be mobile to meet the role requirements	√		Application Form/Interview
Wear the Heart Medical uniform in line with current protocol.	√		Application Form/Interview