



Lanarkshire Carers Centre

Job description

Job title	Training Officer
Salary scale	25 – 30 (£22,783 to £26,855)
Hours	35 hours per week – flexible to include evenings and weekends
Location	Based between Hamilton Centre, Airdrie base and covering Lanarkshire. The post holder will work on an outreach basis in venues across Lanarkshire.

Background to Lanarkshire Carers Centre

Princess Royal Trust Lanarkshire Carers Centre Ltd is a key resource for carers providing information and support to unpaid carers across Lanarkshire. The organisation is a registered charity, a company limited by guarantee, and an affiliated network partner of the Carers Trust. Lanarkshire Carers Centre is governed by a voluntary Board of Directors consisting mainly of carers and former carers.

Lanarkshire Carers Centre aims to raise awareness of carers and the issues they face and promotes good communication. Collaborative working and partnerships between statutory, voluntary and community organisations seeks to ensure that carers are recognised as equal partners in care and establish better co-ordinated support. The purpose of our work is to achieve positive outcomes for carers. We have a range of services including a training programme that supports carers at the beginning of and throughout the carer journey and also when their caring role changes or ends.

Main purpose of job

The post holder will develop, coordinate, administer and facilitate the delivery of a comprehensive programme of learning and training activities for carers in Lanarkshire. This includes direct delivery of training and awareness raising sessions and also engaging external providers to deliver condition specific topics. The post holder will work closely with carer support workers, carers and partner organisations to develop, plan, review and evaluate the programme of activities. The post holder will also provide assistance to other staff and volunteers with all other functions associated with the organisation activities. The post holder will ensure effective communication with carers, staff and volunteers using group work, development sessions, social media platforms and other channels to influence, inform and raise awareness of all aspects of Lanarkshire Carers Centre learning and training opportunities.

Responsibilities of the post

- Keep up to date with carer's issues at a local and national level and ensure these are reflected in the training programme.

- Lead the planning, development and delivery of an ongoing and varied training programme that meet the needs of carers in Lanarkshire.
- Liaise with partner organisations to identify opportunities for joint working to enhance the carers training programme and other events, which improve access for carers to further educational opportunities.
- Develop and personally deliver training sessions for carers and support other staff from Lanarkshire Carers Centre with this role.
- Engage providers, in line with the organisations policies and procedure, to deliver topic specific activity.
- Manage and account for the training budget and adhere to the financial and contract procedures of the organisation.
- Marketing and promotion of all training opportunities and other events.
- Identify and arrange suitable training venues in localities across Lanarkshire and make all the necessary booking arrangements.
- Arrange any support services to facilitate participation in training activities such as respite, travel and hospitality.
- To identify opportunities to widen participation in carer training opportunities such as on line learning, peer support, individual and group activities.
- To work with Lanarkshire Carers Centre staff, ensuring the appropriate assessment of current and future training needs of carers.
- To develop and maintain appropriate systems for the recording of evaluations and attendees for statistical analysis.
- To influence the development of robust protocols and practices for Lanarkshire Carers Centre training activities.
- Participate in and delivery of information sharing, awareness raising sessions and presentations both internal and external to the organisation.
- Identify grant and funding opportunities to sustain and extend the training programme and oversee specific project activities.
- Implement and aspects of quality assurance relating to the job role including evaluating, recording and reporting on all activities.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, while some variation can be expected in particular duties the outline is considered to provide a reasonable general description of the post.

Person Specification

	Essential	Desirable
Qualifications/ Training	A relevant qualification in Health, Community Development or Social Care or a minimum of 3 years experience in a relevant post with transferable skills.	
Work Experience	<p>3 years experience in health, social care or community work.</p> <p>Experience of co-ordinating and delivering training programmes or services.</p> <p>Experience of varied collaborative work with a wide range of agencies</p> <p>Experience of community development work and capacity building.</p> <p>Experience of network and partnership development</p> <p>Experience of facilitating and planning events.</p> <p>Experience of data collection, collation and report writing</p>	<p>Experience of developing engagement and consultation processes and opportunities.</p> <p>Experience of managing resources and budgets.</p> <p>Experience of working with carers.</p> <p>Experience of working with volunteers</p> <p>Experience of line managing staff</p>
Knowledge/Skill/ Ability	<p>An in-depth, up to date knowledge of the legislation, strategies and policies that affect carers.</p> <p>Understanding of equalities, data protection and information sharing legislation etc relevant to the work.</p> <p>An understanding of the principles of community engagement and community development</p> <p>Good oral, presentation and written communication skills with a sound working knowledge of Microsoft Office systems</p> <p>Excellent group work skills</p> <p>Team working is essential as is a willingness to carry out tasks as required in relation to all aspects of the organisations activities.</p> <p>The ability to:</p> <ul style="list-style-type: none"> • Develop positive working partnerships at all levels and demonstrate excellent interpersonal skills • Monitor, evaluate objectives and report on activity (reflecting service contract, agreed plans, and outcomes) • Lead new development work and be willing to work in a flexible manner to meet the remit. • Work on own initiative, plan and prioritise workload set goals, monitor progress and make change as required. 	<p>Knowledge of the work of Lanarkshire Carers Centre</p> <p>Data base and excel experience</p>

Personal Attributes	<p>Strong motivation – ability to work on own as well as in a team.</p> <p>A desire to excel, both personally and through the delivery of targets within a work environment.</p> <p>Confidence, enthusiasm and creativity to develop ideas and carry them forward.</p> <p>Flexibility and willingness to adapt to change.</p> <p>Ability and willingness to adopt a flexible working week, including weekends and evenings, to meet the demands of the organisation and carers.</p>	
Other	<p>Driving Licence and daily access to car</p> <p>The post entails work with vulnerable people and the post holder will require to be a registered member of the Protection of Vulnerable Groups Scheme (PVG)</p>	