

Part Time Workplace Trainer

Accountable to:	Training Delivery Manager/Senior Team Leader
Location:	Cardiff – Covering South Wales
Hours:	21 Hours per week (part time 3 days a week)
Salary:	£23,842-£24,796 (pro-rata and depending on experience)

Job summary:

To deliver our comprehensive range of first aid, health & safety, and mental health Wales courses to our diverse client base in Wales.

To provide support and assistance to the Training Delivery Manager, Senior and Lead trainers, along with other senior staff on all matters relating to St John Ambulance Cymru (SJAC) workplace and community training carried out by the organisation.

Key duties and responsibilities

Demonstrate excellent communication and teaching skills, delivering, and assessing training courses and services in accordance with St John Ambulance Cymru procedures and processes.

Broaden, expand, and develop personal training skills and knowledge to enable development/training of all current and possible future courses, including a range of First Aid courses and Health and Safety courses. Identify own development areas in PDR meetings to ensure own development supports role.

Be inherently self-motivated and able to work without supervision; this includes an ability to work at short notice at any given client locations across Wales or beyond. Occasional cover across to support colleagues with additional delivery may at times be required

The first aid charity for Wales

Registered in England and Wales. Charity number 250523. Company number 05071073.

Willing to travel across Wales when required and work evenings and weekends when required as per operational requirements.

Recognise and promote development of services and other team members, utilising various teaching/training mechanisms and resources including group work, scenarios, and PowerPoint. Be integral to course development and implementation.

Ensure compliance with internal and external regulatory body accepted training standards and performance criteria.

Identify new customer/client market opportunities/prospects with commercial team potential for St John Ambulance Cymru services and to refer those prospects to the commercial team with a view to converting those opportunities into clients.

Whilst principal responsibility for our training centres lies with the Head of Education, as part of your role you would be expected to act upon any minor issues reported, rectifying where possible and to report any major issues to the lead/senior trainer.

Take ownership of trainer needs and requests and respond positively as appropriate.

Respond to trainer feedback both positive and negative. Positively approach negative feedback to acknowledge areas for improvement and communicate this to the relevant trainer/s.

Take ownership and responsibility for maintaining and recording relevant Continuing Professional Development knowledge, skills and details.

To assist to one's best ability in the furtherance of St John Ambulance Cymru ongoing business development as may be required.

Person Specification

Requirements:	Essential:	Desirable:	Method supporting assessment:
Educated to Degree level		✓	Application form
First Aid at Work Certificate	✓		Application form
GCSE's including Maths and English (at grade C or above)		✓	Application form
PGCE/Cert Ed Qualified		✓	Application form
Level 3 Award in Education & Training, or equivalent (or willing to work towards)	✓		Application form
Mental Health First Aid (Wales) Instructor Qualification		✓	Application form
TAQA IQA Level 4 Qualification and/or First Aid IQA / CPD day certificate		✓	Application form
NEBOSH or Equivalent		✓	Application form
IOSH registered trainer		✓	Application form
Experience			
Experience of training at least one of the following topics: First Aid / Health & Safety / Mental Health	✓		Interview/Application form
Experience of using Microsoft Office suite Word / Excel / PowerPoint etc		✓	Interview/Application form
Knowledge of First Aid / Health & Safety / Mental Health legislation		✓	Interview/Application form

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Skills, knowledge and abilities			
Ability to work on own initiative	✓		Interview/Application form
The ability to work as part of a team	✓		Interview/Application form
To have excellent presentation & communication skills	✓		Interview/Application form
The ability to manage your own time effectively	✓		Interview/Application form
To be highly organised	✓		Interview/Application form
To be able to plan lessons and assess learning outcome effectively	✓		Interview/Application form
Personal attributes			
Dynamic, pro-active, passionate about making a difference	✓		Interview
Resilient and adaptable, able to work well under pressure	✓		Interview
Able to reflect on own performance, seeking feedback and acting on learning and development needs	✓		Interview
Full UK driving licence	✓		Interview/Application form



Priory House, Beignon Close
Ocean Way, Cardiff CF24 5PB
www.sjacymru.org.uk

029 2044 9600

Willing to travel across Wales when required	✓		Interview/Application form
Willing to work evenings and weekends if/when required	✓		Interview/Application form

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