

FAMILY LINKS

Job description

Job title: National Trainer

Hours: 30 or 37.5 hours per week

Accountable to: through the Director for Programme Delivery to the CEO and Board of Trustees

Base: Hull or Oxford

Salary: £32,000 - £34,000, depending upon experience

Core job statement

To assist the Director for Programme Delivery in developing and promoting the use of the Nurturing Programme and its principles, in a range of professional and family contexts, through the development and delivery of training.

Key Responsibilities:

- 1 To deliver training in the Nurturing Programme around Great Britain and Northern Ireland and support the development of training opportunities.
- 2 To mentor and supervise new Parent Group Leader trainers.
- 3 To assist with writing and updating Family Links' parenting materials, including handbooks and training sessions, as required.
- 4 To assist with piloting new training materials
- 5 To lead parent groups or workshops as required.
- 6 To support Parent Group Leaders with queries over programme delivery through telephone or e-mail contact.
- 7 To support the fundraising co-ordinator in the preparation of funding applications and other potential sources of revenue for the Nurturing Programme and its resources as relating to the work of the post.
- 8 To assist the Director for Programme Delivery and the Director for Quality in monitoring new and existing programmes.
- 9 To keep up to date with relevant national and local Government initiatives and represent Family Links at meetings as requested.
- 10 Other duties and requirements: to carry out any duties as requested by and agreed with the Chief Executive and commensurate with the post; to adhere to Family Links policies and procedures; to maintain own professional development as necessary.

February 2012

Person specification: National Trainer

Essential Skills and Qualifications:

- At least 5 GCSEs or equivalent, including maths and English
- Degree or equivalent level qualification in relevant field
- Family Links Parent Group Leader
- An excellent facilitator
- Extensive experience in working with parents
- Empathic and a good listener
- Strong written and verbal communication skills
- Able to work on own initiative and manage own workload
- Basic IT skills and experience using Microsoft Office, including Outlook and Word
- Full UK driving licence and access to own car
- Willing to travel around the UK on a regular basis

Desirable Skills and Qualifications:

- Family Links Parent Group Leader Trainer
- Family Links Open College Network tutor assessor
- Level 3/4 Work with Parents qualification
- Teaching qualification
- Experience of teaching/working with children or young people
- Project management experience