

Casual Workplace Trainer

Accountable to:	Training Delivery Manager/Senior Team Leader
Location:	Pan Wales
Hours:	As and when required
Salary:	£65 for half day course / £120 for full day course

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 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 SJAC's procedures and processes.
- Broaden, expand, and develop personal training skills so as to enable development/teaching and training of all current and possible future courses, including a range of First Aid courses, Health and Safety courses and Mental Health Wales courses.
- 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, along with the willingness to work evenings and weekends when required.
- Work as an integral member of the training team to promote ongoing growth; specifically developing and delivering new courses; utilising various teaching/training mechanisms and resources including group work, scenarios, and Power Point.
- Ensure that all internal and external regulatory body training standards and

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performance criteria are met and complied with.

- Respond positively to observations following internal verification that will ensure quality and consistency on courses. If IQA qualified to also carry out IQA observations on fellow trainers.
- Liaise with new customers/clients to discuss training opportunities and supplies products and to refer those contacts to the sales team with a view to converting the opportunities.
- Take responsibility for the training centre you are based/working in, reporting any issues to HQ.
- Perform any other duties proportionate with these responsibilities, the band of the post and skills / qualifications of the post holder.

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 art 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



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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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