



Job Title

Training Officer – Health and Social Care

Reporting Structure

Reports to the Director

Person Specification

We are looking for an individual who is committed to the values of training and believes in giving people the opportunity to better themselves through CPD.

We need a motivated, dynamic and organised person who can manage and prioritise their own workload according to demand and also somebody with a keen eye for detail. Working out Personal Training Plans for all staff will be a key element of this role. A calm and confident manner is essential for this role.

Due to the structure of the Company, you will be required to travel between locations around the North West region in order to meet the needs of its staff and the business.

A full, clean driving licence is essential and an Enhanced CRB check will be carried out.

Qualifications and Experience

Ideally you will need an appropriate teaching qualification, Level 3 in Health & Social Care or equivalent, and a minimum of 5 years experience, preferably in the healthcare sector, along with a proven track record in facilitating and delivery.

Professional body memberships would be an advantage as would Train the Trainer course attendance.

You must be ICT literate with good presentation skills.

Critical to the post is for you to be up to date with the latest legislation and legal requirements affecting the Company and the work we carry out. You will need a firm understanding of the Health and Social Care training agenda.

Duties and Key Responsibilities of the Post

Providing a full time, dedicated training service to Routes staff at locations across the North West region in:-

- 1) Mandatory Training, such as
 - Health and Safety
 - COSSH
 - Risk Awareness
 - Fire
 - CPR
 - Infection Control
 - Basic Food Hygiene
- 2) Moving and Assisting
- 3) First Aid at Work
- 4) Medications, Nutrition and Safeguarding
- 5) Induction and Refresher Training

Future Direction

We are looking to build and develop the portfolio of courses currently in situ and to grow an external training arm of Routes Healthcare. This will be a long term project for the new Trainer.

Terms of Employment

This position will be subject to the terms and conditions as laid out in your final Contract of Employment.

Location

Your base will be one of our Routes offices, whichever is nearest to you; these include Blackpool, Bradford, Sale, Rochdale and Macclesfield. There will be an opportunity for flexible working and this includes some working from home.