

Job Title: Trainer
 Reporting to: Training Team Manager
 Direct Reports: 0
 Job Band: Band 6
 Size of Team: 10-30

To deliver and assess St John Ambulance courses to the required standard and content.

Key Responsibilities

- Deliver training courses and conduct assessments to a professional and consistent standard in accordance with St John Ambulance requirements
- Maintain own subject and professional competence in accordance with organisational requirements
- Maintain own continuing personal development, and maintain a personal development record
- Promote St John Ambulance products and services
- Work with permanent staff, casual workers and volunteers to maintain a high standard of training and assessing
- Ensure that all equipment used is fit for purpose, is cleaned and stored in accordance with procedures and any faults or damage are reported
- Accurate completion and prompt submission of all relevant course documentation
- Arrive in good time, to prepare the training room, liaise with venue contacts and greet learners; and follow the relevant procedures at the training venue, including prompt collection and return of keys, materials and equipment where required
- Act as a designated first aider and fire marshal
- Adhere to St John Ambulance health and safety, training and all other policies and procedures as implemented within the organisation
- Pilot new initiatives in training when required
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Need to be a car owner and driver with insurance to cover business use (mileage paid); or have access to suitable public or private transport; and able and willing to transport the items required to run courses
- Have to be willing and able to work evenings and weekends
- Be flexible and travel to perform role
- Look smart and professional in appearance and be willing to wear corporate dress



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Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
Functional skills (numeracy, literacy and ICT) at or above level 2	✓	
Certificate in Learning and Development or equivalent	✓	
Relevant valid course specific qualification e.g. First Aid at Work, NEBOSH, IOSH.		✓
Experience		
Proven experience of delivering first aid and/or health and safety courses		✓
Experience of teaching, coaching assessing and/or presenting to groups of adults	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels		✓
Ability to use Microsoft® applications at intermediate level	✓	
Ability to be engaging and professional in a teaching/assessing context	✓	
An understanding of St John Ambulance training, products and services		✓
Ability to work on own initiative, as part of a team and under direction from Line Manager	✓	
Ability to communicate effectively with colleagues, volunteers and customers (verbal, written and using electronic communications)	✓	
Physically able to complete at least two cycles of CPR on a manikin whilst kneeling	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

Date of preparation: 04/2015



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