**JOB DESCRIPTION**

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| **POSITION:** | Creative English Trainer | | | |
| **DEPARTMENT:** | FaithAction | | | |
| **LOCATION:** | LifeLine House with regular local and national travel required | | | |
| **WORK CAPACITY:** | Full and part time options available  37.5 hours per week  Monday – Friday – 9.00 am – 5.00 pm  Some evening and weekend work may be necessary | | | |
| **MAIN JOB SUMMARY:** | | | | |
| The Creative English Trainer will train, mentor and monitor volunteer facilitators delivering the programme nationally and will deliver the Creative English programme in East London. | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES:** | | | | |
| 1. Train, monitor and mentor Creative English volunteers in their delivery of the programme, reporting back to the Hub Co-ordinator on progress, drawing support from the Lead Trainer. 2. Deliver the Creative English programme to learners in East London. 3. Support and assess the effectiveness of the volunteers in delivering the Creative English sessions with attention to: learner’s improvement in language skills, use of drama facilitation techniques, the atmosphere created in the sessions and the promotion of community engagement. 4. Provide additional help and assistance to Creative English Hubs if they are at risk of not reaching their teaching and engagement targets. 5. Develop new support materials and session plans. 6. Maintain course administration responsibilities for tracking progress and also ensuring that all information is updated and ready for audit purposes. 7. Be aware of own training and development needs and work to continually improve service delivery and team working. 8. Ensure that all partnership account management duties are conducted in a professional manner. 9. Ensure adherence to all internal procedures including: financial, human resources, IT and quality (list not exhaustive). 10. Support the development and furtherance of the FaithAction network and staff.   Please note  The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.  The details contained in this job description reflect the requirements of the role at the date it was prepared.  Over time roles may change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed.  Consequently, the organisation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. | | | | |
| **POSITION WITHIN THE ORGANISATION:** | | | | |
| **ACCOUNTABLE TO:**  **LINE MANAGER:**  **POSITION:**  **DIRECT REPORTS**: | | | None  Trainer  Operations Manager  Lead Trainer  v | |
| **STAKEHOLDER RELATIONSHIPS:** | | | | |
| **INTERNAL:** | | **EXTERNAL:** | | **TEAM:** |
| * Standard Stakeholders | | * Ministry of Communities and Local Government * Creative English Hubs * Participants on the Creative English programme | | * FaithAction |

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| **QUALIFICATIONS AND COMPETENCY REQUIREMENT:** | | | | | | | |
| **QUALIFICATIONS:** | | | | **COMPETENCIES:** | | | |
| * Minimum of A levels (or equivalent). | | | | * Passion for encouraging development and building self-confidence in learners. * Experience of delivery of educational or community drama projects with disadvantaged groups. * Knowledge and understanding of different faiths / religions / cultures to ensure effective delivery of Creative English, while remaining sensitive to faith / religious / cultural differences. * Ability to assess the facilitation of others and support them in improving their skills. * Experience of volunteering and managing volunteers. * First class communication skills, both verbal and written. * Proven ability to work well as part of a team. * Excellent attention to detail. * The ability to anticipate potential difficulties and help resolve them. * Ability to work in a self-directed fashion, organising own workload and taking initiative. * Knowledge of working with voluntary sector organisations including faith-based organisations. * Good working knowledge of Microsoft Office * An understanding and ability to promote the values and aims of the organisation. * Experience of working with families or young children would be an advantage, as FaithAction also deliver a family learning programme. | | | |
| Experience, skills and abilities will be assessed from your application form, during interview, and on-going assessment of your performance. | | | | | | | |
| **REMUNERATION AND BENEFITS PACKAGE** | | | | | | | |
| **BASIC SALARY:**  **37.5 HOURS** | **YEARLY:**  £24,000 - £27,000 | | **MONTHLY:**  £2,000 - £2,250 | | **WEEKLY:**  £461.53 - £519.23 | **DAILY:**  £92.30 - £103.84 | **HOURLY:**  £12.30 - £13.84 |
| **BONUS SCHEME:** | | None | | | | | |
| **BENEFITS:** | | Pension: 3% employer contribution; 2% employee contribution. | | | | | |
| **HOLIDAY ENTITLEMENT:** | | 25 days holiday. All staff are required to retain 3 days annual leave to take between Christmas and New Year. | | | | | |