



JOB DESCRIPTION

First Aid & Wellbeing Trainer

Responsible to: Workforce Development Manager

Purpose: To carry out training within the Business. To work with companies to identify training needs.

General Duties and Responsibilities

- Set and maintain standards of training and discipline that are acceptable to employer customers.
- Develop and deliver appropriate training courses, ensuring they meet with awarding bodies syllabus where required.
- Confirm the understanding of delegates to relevant awarding bodies' standards and timescales by:
 - developing assignments
 - administering assignments
 - assessing assignments
- Report on the progress of delegates to:
 - Workforce Development Manager
 - Company representatives, when required
- Engage with new business and ensure the promotion of all areas of the Association's provision.
- Maintain and safely store learner records.

All Staff Duties

- Achieve agreed targets as specified in the HWGTA Strategic Plan, Quality Improvement Plan, Budget, plus any personal development plan targets and contribute generally towards the achievements of the objectives of the Association
- Respond promptly and effectively to requests for information and assistance from customers, managers, and colleagues
- Maintain safety standards in line with the Health & Safety at Work Act and other appropriate legislation
- Carry out duties in line with
 - Equality, Diversity and Inclusion policy
 - Safeguarding policy (including safer recruitment)
 - Sexual Harassment and Abuse policy
 - Health and Safety policy
 - GDPR, data protection and confidentiality policies
 - Apprenticeship Programme Goals
 - Purpose and core values
 - Self-assessment and strategic plan
 - Other relevant quality procedures
- Act as a positive role model for apprentice learners and as an excellent ambassador for HWGTA with all external contacts
- Maintain the image and reputation of the Association within the membership and all associated organisations, customers and general public
- Take appropriate action for self-development to improve personal effectiveness
- Undertake all reasonable requests from the Chief Executive and the Line Manager for work activities
- Where any significant work responsibilities emerge, these will be discussed and negotiated with individuals in advance, taking into account current workload and documented separately
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Limits of Authority

- Any change to systems, procedure and guidelines should be authorised by a manager
- Purchases on behalf of the business shall be made following the operation's specific guidelines and restrictions

Supporting Documentation

- Statement of employment
- HWGTA Staff handbook
- HWGTA Staff Code of Conduct
- HWGTA Policies and Procedures



PERSON SPECIFICATION

Health, Safety & Wellbeing Trainer

| Quality | Essential | Desirable | Disqualifier |
|-------------------------------|--|---|---|
| 1. Qualifications | Certified First Aid Trainer GCSE English & Maths A-C or equivalent. DBS (Disclosure & Barring Service) clearance First Aid Mental Health First Aid | PTLLS, AET or equivalent training qualification Learning & Development Assessor & Verifier awards Certified MHFA Trainer Certified IOSH Trainer Fire Warden & Awareness Trainer Manual Handling Trainer Suicide Prevention Awareness Trainer Leadership and Management Trainer | DBS (Disclosure & Barring Service) rejection |
| 2. Previous experience | 2 years' industry experience in a first aid role Support of wellbeing of others | Training experience Assessing experience Experience of working with awarding bodies Experience of working as centre coordinator for relevant awarding bodies including IOSH, TQUK and TNUK | No relevant industry experience |
| 3. Abilities | Good written communication skills Good verbal communication skills Good IT skills | Evidence of creative flair and imagination | Lack of proficiency in English or numeracy |
| 4. Special aptitudes | Excellent interpersonal and communication skills Confidence with working with people | Resilient Self-Starter Sensitive to client needs Tactful Able to respond to wide range of personnel | Unwilling to develop own competence on continuous basis |
| 5. Personal Attributes | Confident Approachable Conscientious Good team-player Flexible Capable of independent working | Able to mix with all ages Fair Good listener | Unwilling to undertake job related training |
| 6. Circumstances | Car driver Full licence | Clean driving licence | Inability to work beyond core hours when required Inability to work in both Hereford and Worcester when required |



Please note that some of the elements in the essential category will be evaluated at initial screening of applications and some will be evaluated at interview.