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| **Job Description** | |
| **Post title** | Training & Development Co-ordinator |
| **JE Reference No** | N10285 |
| **Grade** | 11 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Partnerships & Community Engagement - DSCP |
| **Reporting to** | DSCP Business Manager |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an enhanced disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To identify, commission, co-ordinate and ensure the delivery of training to meet the needs of the DSCP and its member agencies. To support the delivery of projects and programmes.

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| **Duties and responsibilities** |

* Responsible for development, implementation, coordination, commissioning and review of an effective training strategy for the DSCP.
* Regular reporting to the Durham Safeguarding Children Partnership on the implementation of the training strategy and the impact of the training on safeguarding practice.
* To identify with members of the workforce Learning and Development Group and prioritise training needs, to assess demand and range of training provision with partners – to inform an effective commissioning and delivery strategy for DSCP training.
* To co-ordinate the budget requirements, planning and delivery of training in conjunction with partner agencies to ensure best value and cost effectiveness.
* To maintain responsibility for keeping a record of training and to audit the training needs of County Durham’s DSCP.
* To represent DSCP in facilitating training and development processes.
* To work with single agency and commissioned trainers to ensure the front line practitioners receive the training identified as a priority by the DSCP.
* Ensure effective communication to ensure all key groups awareness of partnership training issues and progress within the governance of the workforce learning and development group.
* Dissemination of up to date training and development information to relevant stakeholder groups.
* Establish and maintain close working relationships with other agencies and partner organisations enabling the identification and sharing of best practice.
* Promote involvement of all DSCP member organisations in safeguarding children training at all stages of the training strategy.
* Attendance and co-ordination of training activity at meetings.
* To deliver training where appropriate, within the context of the annual training programme and in accordance with the budget requirements.
* Ensure activities are supported by appropriate training materials.
* Ensure that an effective system for dissemination of information about training is in place.
* Evaluating effectiveness, impact and quality assurance of the training programme with participants and partner agencies.
* To play a key role in the development and implementation of quality assurance as it applies to the training strategy, its implementation and improved outcomes for children, young people and families.
* To be personally aware of communication operations and to be fully conversant with Working Together to Safeguard Children 2018 and other DSCP related materials.
* To ensure that professional practice is carried out to the highest standards and developed in line with the Department’s stated objectives of continual improvement in quality of its services to internal and external customers, voluntary and independent sectors through guidance, policies, protocols, research, procedures and operational guidance.
* To work as an effective member of the DSCP team, to ensure the delivery of Business Plan and all key objectives and ongoing service development.
* To support programmes of work and projects as identified by the DSCP.
* Commitment to continuous professional development.
* To assist in other tasks required by the DSCP Business Manager.
* Conduct Horizon scanning of national and local learning and ensure learning materials represent current research and practice.
* To develop a wide range of learning opportunities for the partnership that includes practitioner’s workshops, virtual platform training, eLearning and face to face as appropriate
* To review the findings of local Child Safeguarding Practice reviews and develop strategies to disseminate the learning in a timely manner.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | Recognised social work, nursing or teaching professional qualification or  Relevant degree, post graduate qualification or higher professional award. | Management qualification to NVQ level 4 or equivalent.  Post Qualification (Full PQ Childcare Award) |
| Experience | Substantial post qualifying experience working in a childcare setting or family based environment.  Clear understanding of current child care policies and practice, including issues of protection and prevention.  Experience of developing staff through the facilitation and delivery of training.  Experience and understanding of the impact of change upon staff development in a large organisation.  Experience of inter-agency work and the development of effective partnerships.  Programme Management | Understanding of evidence based practice and its application |
| Skills & Knowledge | An understanding of safeguarding requirements within the wider context of improving outcomes for children and families.  Knowledge of adult learning methods and demonstrable teaching/training skills.  Ability to communicate with, educate and inspire front line professionals and non-professionals who have responsibility for the safeguarding of children.  Knowledge of relevant and associated regulations and legislation and guidance.  Understanding of competence based training frameworks, especially post qualifying.  Ability to work closely and co-operatively with colleagues from other parts of the service, other departments of partnership agencies.  Ability to communicate effectively to a wide range of audiences.  Time management.  ICT skills and the ability to deliver training through a virtual medium.  Commitment to continuous professional development.  Knowledge and understanding of safeguarding responsibilities of the Partnership.  Change management.  Ability to assess, understand and communicate impact  Understanding of Equality and Diversity issues. | Budget Management skills.  Understanding of budget systems.  Knowledge of Quality Assurance issues and practice.  Knowledge of engagement processes |
| Personal Qualities | Committed to best outcomes for children and young people.  Committed to excellence and learning.  Demonstrable commitment to own continuing professional development.  People oriented, persuasive, inspirational and energetic.  Evidence of excellent communication, presentation and teaching skills across a number of mediums.  Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance) |  |