**JOB DESCRIPTION: TRAINER – SUPPORT FLATS, FUNDED PROJECT**

Reporting to the Services Manager, this Trainer role is to provide informal and accredited training for Service Users aged 16-25 years in specified training flats in Carmarthenshire. The blended training sessions will be delivered both remotely and face to face between April 2021 and March 2022 with the option to extend.

**Skills and Person Specification:**

* Will have or be working towards Safeguarding / Child Protection Level 2
* Experience Teaching, delivering Training, Youth Work or similar supporting role
* The ability to design and deliver accredited training courses preferably with experience of Agored Cymru frameworks
* Good verbal and written communication and organisation
* Competent with software such as MS Office, Teams and Google Classrooms
* Good interpersonal skills including the ability to empathise, develop positive relationships through trust and honesty
* Confidence in dealing with challenging situations and individuals
* Ability to speak Welsh is desirable, but not essential
* Details of two referees will be required
* An Enhanced DBS certificate will be required

**Role Specific Responsibilities:**

* To plan, prepare and deliver high quality teaching, learning and assessment that supports learners to achieve the best possible individual outcomes on their courses.
* To undertake all relevant tasks which are required to facilitate excellent guided learning.
* Keep accurate records and provide reports where necessary
* Assist with any other relevant and reasonable duties in support of the organisation as may be required by the Senior Management team

**All staff are required to:**

* Observe Area 43’s mission, aims, objectives and values
* Observe good working practice, particularly professionalism, confidentiality, punctuality and adaptability and the ability to work co-operatively, reliably and effectively, independently as well as an integral member of a team
* Support Young People to make informed decisions by providing up to date information and guidance
* Have a knowledge of local job vacancies, training opportunities and relevant legislation for areas such as housing, benefits, debt etc. to support young people
* Encourage Young People to participate in activities and discussions which value their opinions on issues and inequalities which affect their lives
* Empower Young People by delivering informal opportunities for them to engage in projects and accredited training (where applicable) to enhance personal, social and employability skills
* Maintain relationships with other organisations and refer/signpost Young People to their services where appropriate. Promote the work of Area 43 and build and maintain networks
* Follow Health & Safety guidelines within the organisation and proactively maintain a clean and safe working environment which fosters respect for the building and organisation for staff, clients and visitors
* Assist in the delivery of funded projects, as required, maintaining adequate records to support claims and audits
* Attend and contribute to team meetings, producing reports and completing administrative paperwork as required
* To be available for continuous professional development both on and off the premises and to be available to spend some time away from home for residential training
* Recognise the cultural importance of the Welsh Language
* Hold a full driving license, access to own vehicle and a willingness to travel when and where necessary in furtherance of role requirements