

JOB DESCRIPTION

Job Title: Workforce Development (WFD) Lead
Responsible to: Training Co-ordinator/Head of Recovery Services
Hours: 0.5 FTE **Fixed Term Contract**
Location: Gloucestershire

Main purpose of the role

The post holder is responsible for the development and implementation of the 90 Day Substance Misuse Traineeship known as Workforce Development (WFD). The successful candidate will train participants in accordance with the needs of the WFD 90 Day Substance Misuse traineeship. Developing relationships across the partnership of the WFD and sharing knowledge and expertise is a significant focus of this role. We seek to share best practice in the substance misuse, recovery and trauma field, whilst broadening our social impact across the county of Gloucestershire and the post holder will be responsible for building, co-ordinating and maintaining key relationships. The ideal candidate will have knowledge of various training methods. The ability to develop others is essentially focusing on both hard and soft skills.

Key areas of responsibility:

- Support and Liaise with relevant departments including Community Services, Residential Services and Social Enterprises to maintain the integrity of the WFD initiative.
- Coordinate the delivery of the WFD 90 Day Substance Misuse Traineeship.
- Gather feedback from trainers and trainees in order to evaluate specific training sessions
- Management and coordination of WFD 90 Day Substance Misuse training calendar, and ensure accurate and timely recording of all training delivery.
- Provide detailed performance reports for the senior management team
- Provide analysis to Head of Recovery into potential developments of role and scope for improvement
- Research and stay up to date with the competitive landscape and trends, and recommend new training methods in order to deliver the most current programmes.
- Development of training packages across multiple disciplines (webinar, face to face, online)
- Establish and build upon relationships with other organisations across the WFD Partnership and ensure that those links are shared within the organisation.
- Work to KPI's against agreed objectives to achieve current and future aspirations for the role.

General Administration/Support Tasks

- To make use of internal line management and supervision as provided
- To attend relevant professional development courses to ensure skills are up to date
- Contribute towards the development of the service alongside Head of Excellence and development
- Contribute toward data collation and reporting as required

- Have an in-depth understanding of substance misuse and trauma informed working and practices
- Develop own practice by maintaining and improving knowledge of relevant work practices.
- To be aware of and work within policies and procedures particularly those relating to Safeguarding/Protection; Confidentiality and Staff Code of Ethics.
- To be responsible for own safety and others affected by your activities and to ensure adherence to policies and procedures regarding Health & Safety including Lone Working.
- Develop effective communications with the rest of the staff teams to ensure an optimum service delivery is achieved.
- To undertake additional duties as required or directed and which are necessary to meet developmental and change objectives
- Maintain professional boundaries and work within the trust code of ethics for support staff at all times.
- At all times act in a manner that upholds the good reputation of the partnership organisations and accords with generally accepted professional conduct.

SAFEGUARDING The partnership organisations take seriously their responsibility for safeguarding and are committed to safeguarding and promoting the welfare of its service users. Therefore we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

EQUALITY & DIVERSITY Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

HEALTH & SAFETY Promote the Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. We periodically reviews job descriptions to ensure that they reflect the requirements of the role as the service develops.

Probationary period: All posts are subject to a six month probationary period with a mid-point review at 3 months.

This role is subject to an enhanced DBS clearance check

Person Specification
Experience
<ul style="list-style-type: none"> • A proven track record as a training coordinator, trainer, training facilitator or similar role – essential • Knowledge of Substance Misuse field and Trauma Informed Practice • Familiarity with traditional and modern job training methods and techniques • Adequate knowledge of learning management systems • Ability to translate complex problems and concepts into training packages • A strong team player who is confident, creative, self-motivated and target driven. • A qualification in adult education training/development or willing to work towards • Experience of public speaking – essential • A demonstrable understanding of the need for, and ability to, deliver quality services. • A proven track record in collaborative working • Ability to write training proposals and negotiate full contracts for training
Skills
<ul style="list-style-type: none"> • Strong leadership skills • Excellent IT skills including use of Powerpoint, Word, Excel, Teams and Zoom. • Excellent verbal, written communication and relationship building skills • A keen eye for attention to detail and compliance • Excellent organisational skills with the ability to multi task and work in structured way • Ability to ensure accuracy and quality of work • A desire to further develop skills and role model best practice internally and externally
Personal Qualities
<ul style="list-style-type: none"> • Able to focus on designated tasks • Ability to prioritise tasks in accordance with contractual requirements • Tact and diplomacy • Professional credibility and confidence • Ability to establish and maintain effective working relationships • Ability to maintain professional boundaries • Employ an empathetic and non-judgmental attitude towards service users. • Personal sensitivity toward and empathy with the distinct ethos of the Nelson Trust • Positive and outgoing attitude with a confident approach to building new professional relationships
Other
<ul style="list-style-type: none"> • Awareness of equality and diversity principals • Understanding of confidentiality and the Data Protection Act 1998 • A commitment to promoting and safeguarding the welfare of our service users • Flexibility – this role will require working across multiple sites and some out of hours working • Car driver with full access to a vehicle and willingness to travel Nationally– Essential