

Job Title	In-House Trainer		
Team	Human Resources and Training	Reports to	Head of HR
Department	Central Services	Location	Town Hall
Direct Reportees	N If yes number:	Flexibility for home working	Y with need to visit sites on regular basis
Budget responsibilities	N		

Key Responsibilities

Course Development and Delivery

- Conduct assessments to identify gaps in knowledge and skills across different departments and job roles relative to internal policies, procedures and key areas
- To prioritise development of training based on overall organisational need considering timing and frequency with support from Head of HR.
- Create engaging and interactive training programs to meet the diverse learning styles and preferences of employees covering Turning Tides policies, procedures, and core competencies i.e. presentations, manuals, videos, and e-learning modules.
- To delivery at least 4 days of internal training a month aligned to the organisation priorities and various locations across West Sussex.
- Ensure the accuracy and relevance of training content by regularly updating materials based on feedback and changes in policies or procedures.
- Evaluate the effectiveness of training programs through feedback and assessment, making improvements where necessary.
- Stay updated with the latest training techniques and industry trends to enhance the training experience.
- Experiment with innovative training methods and technologies to enhance engagement and knowledge retention among participants.

Induction

- Conduct HR induction sessions for new employees, ensuring they are well-informed about Turning Tides policies, culture, and procedures.
- Support creation of induction for all teams to ensure consistency across the organisation
- Create and update induction materials to ensure they remain current and relevant.
- Customise induction sessions to address specific job roles and departments, ensuring relevance and effectiveness.
- Solicit feedback from new hires to gauge the effectiveness of induction sessions and identify areas for improvement.

Other

- Work with HR and Training Co-ordinator to organise trainings and measure their success through feedback
- Provide quarterly report to Head of HR for SMT on what training has been conducted and numbers of staff attending with overall feedback scores.
- To maintain an internal course calendar through support of HR and Training Co-ordinator and ensure regular and clear communications across the organisation.
- To be responsible for relevant intranet pages relating to Induction and Training with other team members. Optimising intranet's structure and navigation to facilitate easy access to information, utilising tags, categories, and search functionalities making information easily accessible and user-friendly.
- Implement strategies to promote active participation and engagement in training. such as discussion forums, polls, and feedback mechanisms.
- To work on projects as defined by Head of HR to continually improve staff engagement
- Work collaboratively with HR and all other departments to listen to feedback and ensure training is fully integrated with broader organisational strategies and initiatives.

Compliance with Organisational policies and regulatory requirements

- Abide by Turning Tides' policies and procedures and regulatory requirements at all times and in particular:
 - Health and Safety
 - Adult and Child Safeguarding, Professional Boundaries
 - DPA and Data Management
- Ensure all service policies and procedures are regularly reviewed and well embedded.
- Play an active part in the development and implementation of organisational wide policies and procedures.

Equality and Diversity

- Promote and embed a proactive approach to equality and diversity – by example and in management approach
- Participate in equalities impact assessment and review as required

General

- Maintain personal development including participation in performance reviews and training.
- Undertake any other reasonable duties required by the management team
- Maintain at all times the ethos of Turning Tides.

Specification

Candidates will be invited to interview based on the following criteria.

Knowledge and Experience

Criteria
Minimum of 3-5 years of proven experience in designing, developing, and delivering training programs ideally a charitable environment.
Strong understanding of relevant industry regulations, compliance requirements, and best practices related to training and development.
Experience working with learning management systems (LMS), virtual training platforms, and multimedia authoring tools to create and deliver training content.
Proven track record of working collaboratively with cross-functional teams, to identify training needs, develop training plans, and implement learning initiatives.
Ability to distil complex information into clear and understandable training content, ensuring alignment with organisational objectives and employee needs

Skills and abilities

Criteria
Demonstration of working in a collaborative way to deliver the best outcomes
Self-starter, with proven experience of taking an idea from conception to delivery with minimal guidance.
Good written communication with attention to detail and accuracy
Ability to build relationships and communicate effectively with stakeholders at all levels.
Proficiency in Microsoft Office suite, with a particularly adept skill set in PowerPoint, demonstrated through extensive practical application and e-learning development tool.

Specific Job Requirements

Criteria
Full clean driving licence, with access to a vehicle
Ideally CIPD Training and Development Professional Standards (TDPS) qualified or equivalent experience demonstrated