

**BLACKBURN WITH DARWEN COUNCIL FOR VOLUNTARY SERVICE**

**JOB DESCRIPTION**

**JOB TITLE:**  Senior Training Advisor

**SALARY:** £33,782 per annum (Full-time equivalent salary)

**RESPONSIBLE/REPORTING TO:** Business and Training Manager

**SUMMARY OF POST**  To undertake organisational diagnostics and skills audit

To advise in developing workforce development plans and individual learning plans.

To develop bespoke training offer.

To deliver training according to your specialism.

## SPECIFIC DUTIES AND RESPONSIBILITIES

1. To engage with VCFSE organisations to identify their training needs and advise them on our training offer.
2. To undertake organisational diagnostics and skills audits.
3. To develop bespoke curriculum in response to identified needs.
4. To provide information, advice and guidance to individual learners and help them to develop appropriate individual learning plans.
5. To deliver training.
6. To maximise the use of new media technologies, especially social media
7. To assist in supporting training and events, distributing promotional materials, taking advance bookings, collating and circulating materials, providing a reception service for the training session or event, follow up of attendees and collating evaluation reports after the event.
8. To assist in preparing articles, press releases, information literature and reports for external audiences linked to our training offer.
9. To represent CVS with external audiences and maintain a positive professional image for the organistion.
10. To maintain individual learning records, support assessment and accreditation processes and ensure electronic and paper based record systems are up to date and prepare reports as required for funders and other relevant stakeholders.
11. To help maintain websites on behalf of CVS and support hosted websites.
12. Any other tasks appropriate to the post
13. The post holder must adhere to all CVS policies and procedures, which are contained in a suite of handbooks on the intranet.

## MANAGEMENT

The staff of CVS are ultimately responsible to the Executive Committee which is made up of elected representatives from the CVS membership. Day to day management responsibilities are delegated to the Chief Executive and the management team. This post will be line managed by the Business and Training Manager

## CONDITIONS

The salary is £33,782 per annum (Full-time equivalent salary). Full time hours are 37 hours per week.

Holiday entitlement for a full time member of staff are 22 days plus 8 statutory days and the days between Christmas and New Year (increasing to 27 days after 5 years service). Holidays are pro rata depending on the number of hours worked.

**POLICIES AND PROCEDURES**

You are required to make yourself aware of, understand and act on, your obligations to yourself, to work colleagues, to CVS, to our customers and other stakeholders. These obligations are contained in the Employee Handbook and supporting handbooks, which are available on the CVS Intranet. Staff must pay particular attention to the Equality and Diversity Policy, Customer Care Policy, Confidentiality and Data protection, IT Policy, and, Health and Safety Policy and adhere to all CVS policies and procedures at all times.

**INFORMATION GOVERNANCE**

All staff have a personal responsibility to ensure that person identifiable, confidential or sensitive information is processed in line with the Data Protection Act and should comply with the law, organisational polices and best practice when processing information.

**This post is funded by external projects and will be funded by the European Structural and Investment Funds until 31st December 2023.**