

**BLACKBURN WITH DARWEN COUNCIL FOR VOLUNTARY SERVICE
Trading as Community CVS**

JOB DESCRIPTION

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| JOB TITLE: | Training and Relationship Manager |
| SALARY RANGE: | £30,984 to £32,798 |
| Hours: | 37 Hours per week, including evenings and weekends if required |
| RESPONSIBLE TO: | Programme Manager |

Summary of post:

You will work with colleagues and partners to develop and deliver the Upskilling the Health and Social Care Workforce across Lancashire programme and associated activity to support the development and growth of the VCFSE (voluntary, community, faith and social enterprise organisations) and private sector as part of the Integrated Health System.

You will undertake organisational diagnostics and skills audits which will be used to develop workforce development plans and individual learning plans, in consultation with the organisation and employees. Working with the management team and colleagues to develop the CVS/ Upskilling curriculum, you will also create bespoke training offers, plan, deliver and assess training according to your specialism.

It is also expected that you will be able to build relationships with external organisations to promote the Upskilling Project, ongoing training and recruit participants to fill training sessions

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

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To build, develop and manage relationships by engaging with VCFSE and private sector organisations, guiding them through the project processes and signposting to further support when appropriate.
2. To take responsibility for the delivery of the project for a particular geography or target population reporting to the Programme Manager.
3. To gather relevant forms, evidence, and other paperwork required by the project from entry to exit, including any follow-up activity to capture how organisations and employees have progressed
4. To plan and deliver bespoke training, completing assessment and engaging with internal and external verification processes where appropriate (depending on skills, qualifications and experience)
5. To track, record and monitor appropriate outcome measurements using agreed CRM to ensure that the impact of the project can be demonstrated to funders and external stakeholders
6. To produce individual learning plans that are reflective of the ambitions of the individual and support their employer.
7. Working with the management team, take responsibility for end-to-end planning and delivery of training. Including timely invitations, professional reception, high quality delivery, learner feedback and follow up
8. To assist in preparing articles, press releases, information literature and reports for external audiences linked to our training offer.
9. Support the management team with monitoring and evaluation of the project to inform future practices
10. Produce quarterly performance management reports for the management team and external partners/funders as required
11. Represent CVS professionally at all times, adhering to the company values and continually developing oneself through training, further reading and other methods of CPD.
12. Undertake other duties within the organisation when required within the level of responsibility of the post.
13. Post holder must adhere to all organisational guidelines and policies and pay particular attention to:
 - Confidentiality
 - Health, safety and security
 - Safeguarding Adults and Children
 - Equal Opportunities
 - Training and Development