



## Kids' City

### Job Description

#### Lead Trainer/Assessor

**Line manager:** Head of Operations and Training

**Department:** Training Team

**Hours:** Full time (37.5 per week) The position requires some evening and weekend work

**Location:** Head Office

**Salary:** £25,000

**Closing date:** 8<sup>th</sup> February

Kids' City employs 60 staff and 200 volunteers to create play environments and deliver activities in our 17 after-school clubs and 3 holiday playschemes. Our Training Centre ensures that personnel are suitably qualified and received on-going professional support. We play a leading role in the play and out-of-school communities and we provide training to a number of other organisations. The Training Centre is accredited by CACHE, City & Guilds, SportsLeaders UK and Skills Active.

The Lead Trainer and Assessor will work with a team of five, delivering a variety of short training events and assessing NVQs.

#### Job Purpose

To ensure that people working in the charity have the appropriate training for their roles, that professional development is appropriately marketed and underpinned by training, and that people are encouraged and inspired to progress themselves.

To disseminate good practice in Playwork and Early Years generally within and outside the organisation, through training and networking.

To support the Training Centre development in order to become an income generator to support the charity's work generally; to work with the HOT and CEO on developing sustainable business.

#### Primary Duties and Responsibilities

##### 1. Plan the Annual Training Programme

- Develop and implement goals and objectives for the training team which reflect the mission and ambitions of the organisation
- Assess the training needs of all personnel to improve/enhance the service delivery
- Develop a budget for the training programme

- Conduct ongoing evaluations of the training programme and services delivered by the training team and implement improvements as necessary

## 2. Organise the Training Programme

- Develop, administer and review training policies and procedures which guide the training programme and services, and reflect the overall values of the organisation
- Develop and administer forms and records to document the training activities
- Identify training assignments that provide interesting and diverse learning opportunities for personnel and underpin performance needs.
- Cultivate positive relationships with external funders, partners and internal departments within Kids' City.

## 3. Recruit and manage trainees

- Promote the training programme in ways which gain community support of the training and the charity
- Develop and implement strategies to recruit trainees with the right potential for professional development
- Develop and implement an intake protocol for potential trainees to ensure the best match between the trainee and the training (Training Needs Analysis)
- Implement a screening process for potential trainees according to accepted screening standards and practices

## 4. Lead the Training Programme/Services

- Train personnel to recognised national standards in Playwork and Early Years
- Ensure that personnel are provided with the minimum training indicated in our Training Pledge
- Train personnel to work effectively and cooperatively in a Play setting
- Assist with the orientation of new personnel to increase their understanding of the organisation, its clients, its services and the roles and responsibilities of personnel
- Ensure that a trainee procedure is followed and records of training hours are maintained
- Ensure that trainees receive the appropriate level of supervision
- Assist with conflict resolution among personnel-in-training according to established procedures
- Establish and implement a procedure for evaluating the progress of trainees in the direct training environment and in the work place and their contribution to the organisation.
- Plan and implement formal and informal trainee recognition activities to demonstrate the individual and group successes and the successes of the training department.

## 5. Control the Training Programme

- Evaluate the risks associated with the programme and take appropriate action to control the risks
- Ensure that trainees train in a safe, healthy and supportive environment in accordance with all appropriate legislation and regulations
- Evaluate the progress of each trainee on an regular basis
- Prepare quarterly reports on trainees' progress and outcomes  
Prepare an annual report as above
- Administer and monitor the expenditure for the Training Programme against the approved budget.

### Person Specification

The Lead Trainer/Assessor will be a dynamic, enthusiastic self-starter, comfortable working on their own and within teams. They will be adaptable and flexible and able to cope with the pressures of working in deprived areas, in a charity with limited resources. They will be easily and effectively able to communicate the purpose and standards and be able to inspire people with different levels of comprehension to engage with the charity's work to a high standard.

The post holder should have at least two years experience of direct work in a play and/or activities setting with children aged between three and fifteen and:

1. Hold relevant qualifications for the role
  - NVQ Level 3 in Playwork or Childcare & Education or equivalent
  - City & Guilds 7303 or equivalent
  - A1 or equivalent
  - V1 desirable.
2. Have substantial experience in a leadership or management role, in a training capacity.
3. High standard of spoken and written English
4. Be competent in the use of the Microsoft Office package
5. Be energetic and enthusiastic about playwork and working with children.
6. Be very well organised, with a track record of strategic thinking, careful planning and structured work
7. Have very good people skills – in particular the ability to deal sensitively with difficult people and contentious issues.
8. Have experience of and be comfortable with financial management and managing budgets
9. Have experience of marketing, market analysis and directly managing client enquiries
10. Be committed to exceptionally high standards of service provision.
11. Hold a current, clean driving license. Having own vehicle is an advantage.

### To Apply

Please send C.V or completed application form to:

**Kids' City**



**Human Resources,  
Unit 4,  
1-31 Morrish Road,  
London, SW2 4EE**