



## **ROLE PROFILE**

<b>JOB TITLE:</b>	<b>TRAINING PROGRAMME COORDINATOR</b>
<b>LOCATION:</b>	<b>BLENDED – HOME WORKING/EDINBURGH OFFICE</b>
<b>CONTRACT TYPE:</b>	<b>PERMANENT</b>
<b>REPORTING TO:</b>	<b>SLEEP SERVICES MANAGER</b>
<b>HOURS PER WEEK:</b>	<b>35 hours</b>
<b>SALARY:</b>	<b>£24,000</b>

### **PURPOSE OF THE JOB**

Responsible for planning, organising, developing and running Sleep Scotland's online and face-to-face training courses.

### **OUR VALUES**

Our values are at the core of everything we do. They influence our strategy, our vision and the behaviours that we expect of our staff. They are:

- Dignity & Respect
- Collaboration
- Nurture
- Reflection
- Compassion
- Resilience
- Humour.

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Training Programme Coordinator
<b>HOURS</b>	Full time, 35 hours
<b>REPORTS TO:</b>	Sleep Services Manager
<b>RESPONSIBLE FOR:</b>	<ul style="list-style-type: none"> <li>• <b>Direct:</b> <ul style="list-style-type: none"> <li>○ Training Administrator</li> </ul> </li> </ul>
<b>MAIN PURPOSE OF JOB:</b>	<ul style="list-style-type: none"> <li>• Responsible for planning, organising, developing and running Sleep Scotland’s online and face-to-face training courses.</li> </ul>
<b>MAIN DUTIES:</b>	<p><b>Programme Delivery:</b></p> <ul style="list-style-type: none"> <li>• To build strong relationships with course lecturers, venue organisers, course commissioners, and potential delegates to ensure the smooth running of courses;</li> <li>• Implement the training diary as necessary with support from the Training Administrator - preparing marketing materials, booking venues, etc. in a timely manner and with consideration of cost controls;</li> <li>• Liaise with lecturers in order to ensure resources and delivery is up to date;</li> <li>• Evaluate all training undertaken to ensure continuous improvement based on feedback received;</li> <li>• Identify lecturers in local areas to give talks on their specialism, for example Epilepsy; and</li> <li>• Work with the Sleep Services Manager to develop and implement online training courses and provide ongoing support.</li> </ul> <p><b>Promotion:</b></p> <ul style="list-style-type: none"> <li>• Create and implement a marketing strategy, with support from the Sleep Services Manager, for all training courses, to increase the awareness of Sleep Scotland across Education, Health, Social Work, and the Voluntary Sector in order to recruit delegates on to courses;</li> <li>• Ensure potential delegates know about Sleep Scotland training courses through marketing campaigns, social media presence etc. and</li> <li>• Ensure Local Authority funders are provided with details of courses with free places available and track attendees.</li> </ul>

	<p><b>Reporting to funders</b></p> <ul style="list-style-type: none"> <li>○ To support the Sleep Services Manager reporting to funders on our progress in meeting agreed objectives</li> <li>○ To develop, collate and analyse statistical information and trends regarding training course delegates</li> </ul> <p><b>Relationships with Stakeholders:</b></p> <ul style="list-style-type: none"> <li>● To provide support and maintain good working relationships with lecturers ensuring their requirements are considered and implemented as required;</li> <li>● Build relationships with potential delegates; and</li> <li>● To foster and maintain good working relationships with venues and service providers.</li> </ul> <p><b>Management of Staff:</b></p> <ul style="list-style-type: none"> <li>● To be responsible for the Training Administrator;</li> <li>● To ensure there is a structured development programme in place for the Training Administrator through 6 monthly reviews and annual performance reviews;</li> <li>● To ensure the Training Administrator receives adequate training on Health and Safety and Sleep Scotland policies and procedures;</li> <li>● To implement Sleep Scotland HR policies and procedures;</li> <li>● To monitor sickness, attendance and holidays in partnership with HR.</li> </ul> <p><b>Information Systems/Administration:</b></p> <ul style="list-style-type: none"> <li>● Ensure all course material is checked and, for in-person training, is printed and delivered to the venue on time; and</li> <li>● Attend both virtual and online training days to ensure all requirements are managed to a high standard e.g. the venue is set up correctly, delegates are welcomed, equipment is working etc.</li> </ul> <p><b>Safety Procedures:</b></p> <ul style="list-style-type: none"> <li>● To ensure the safety of all course participants at in-person training through effective planning and the risk assessment process;</li> <li>● To ensure that the Training Administrator is aware of their responsibilities under Health and Safety;</li> <li>● To ensure the Training Administrator knows who the First Aiders are and are aware of the location of first aid boxes and accident books;</li> <li>● To identify any building risks.</li> </ul>
<b>OTHER DUTIES:</b>	To carry out other duties as required
<i>This is a general statement of the duties and responsibilities that the post holder will be expected to undertake – it may change from time to time to meet the exigencies of the service</i>	

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications Required</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Skills/ Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Confident in setting up audio visual and computer equipment</li> <li>• Excellent time management and organisational skills</li> <li>• Excellent IT Skills including the Microsoft Office suite, video conferencing (particularly Zoom)</li> <li>• Excellent time and workload management skills</li> <li>• Networking Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence in using events management software, particularly Arlo</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of the Voluntary Sector</li> <li>• Interest in families and in children with additional support needs;</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Experience in co-ordinating Training courses or events both in person and online</li> <li>• Experience of working remotely as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering workshops or training</li> </ul>
<b>Special Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to the mission and aims of the organisation</li> <li>• Commitment to the Values of the organisation</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to ethos of the voluntary sector</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and outgoing</li> <li>• Team player who enjoys change</li> <li>• Strong interpersonal skills/people person</li> <li>• Able to work flexibly</li> </ul>	

CRITERIA	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> <li>• Able to work within confidentiality guidelines</li> <li>• Able to work under pressure and to deadlines</li> </ul>	
<b>Requires to be mobile/Driving Licence Required:</b>	<ul style="list-style-type: none"> <li>• Yes – travel across the British Isles involved, including overnight stays</li> </ul>	
<b>Disclosure Required:</b>	<ul style="list-style-type: none"> <li>• YES – Basic Disclosure</li> </ul>	

## TERMS AND CONDITIONS SUMMARY FOR CANDIDATES

The following terms and conditions are typically offered to permanent members of staff and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

<b>Probationary period</b>	6 months
<b>Annual leave</b>	33 days' annual leave including public holidays per annum (pro rata for part time staff)
<b>Working hours</b>	Full time hours are 35 hours per week, Monday to Friday
<b>Flexible working</b>	Access to flexible working, including part time and sessional hours
<b>Pension</b>	Auto-enrollment into a contributory pension scheme with NOW:Pensions. The organisation contributes 3% of gross basic salary and the staff member contributes 5%.
<b>Sick pay</b>	Statutory sick pay during the probation period. After successful completion of probation, 7 days full pay & 7 days half pay, increasing to 14 days full pay & 14 days half pay after 2 years of service.
<b>Training</b>	A full and robust training and induction programme, including access to additional training during the course of employment
<b>Employee assistance</b>	Free confidential counselling through BUPA available 24/7. This includes access to a team of specialist who offer holistic support with anything from mental health concerns to legal and financial guidance.