**JOB DESCRIPTION**

**Job:** **Learning and Development Trainer - Fostering**

**Office Location: Nearest local office as a work base and regular meetings in Leicester**

**Reports To: Lead Trainer Fostering and Staff**

**Hours of Work:** 37.5

**Supervisory Responsibilities:** No

**Travel Required:** Yes

**MAIN PURPOSE OF ROLE:**

The Learning and Development Trainer will support the organisation by developing and facilitating training sessions in line with the Government Legislation, Regulations and Standards, Compass Community’s visions and values along with relevant Inspecting Bodies. You will represent Compass and more specifically the learning and development department to a wide range of stakeholders.

**ESSENTIAL DUTIES:**

1. To deliver training to foster carers and employees
2. Develop and maintain learning and training materials
3. To represent a learning ethos to the Compass Community

**KEY RELATIONSHIPS:**

* Learning and Development Manager
* Learning and Development Lead Trainer
* Learning and Development Coordinators
* Learning and Development Trainers
* Compliance and Support Services Coordinators
* Compliance and Support Service Managers
* Supervising Social Workers
* Operational Managers
* Heads of Fostering
* Director and HR & Learning and Development

**KEY RESPONSIBILITIES:**

**To deliver training to foster carers and employees**

1. Facilitate and deliver training sessions to foster carers and employees in large, small and 1-1 situations
2. Monitor attendance and provide information to correct support teams
3. Maintain sufficient stock of course materials to ensure effective delivery
4. Deliver wide range of content topics
5. Provide feedback on attendees where required
6. Provide additional resources to attendees where possible
7. Take ownership of the training experience from planning to conclusion
8. Distribution, collection and return to support teams of training and learning feedback documents to help aid better delivery

**Develop and maintain learning and training materials:**

1. Maintain an up-to-date knowledge of the training requirements for foster carers
2. Be aware of the different regulatory expectations for the wide range of professionals and support services whom support foster carers
3. Research information relevant to foster carers and those that support foster carers for use within learning and training sessions
4. Design, refresh or update training course materials and content in line with Compass training expectations
5. Understand the basic principles of developing effective and impactful training and learning events for a diverse audience
6. Provide quality assurance feedback as part of a wider group to improve learning content across the Compass Community
7. Ensure all materials are presented in a professional and comprehensive manner

**To represent a learning ethos to the Compass Community**

1. To speak positively and encourage learning opportunities at all times
2. To attend local and regional meetings to discuss learning opportunities and/or highlight areas for improvement
3. Support employees with learning and development opportunities
4. Complete regional project work when required
5. Maintain effective communication with social work teams
6. Maintain effective communication with learning and development teams

**SAFEGUARDING**

Safeguarding is everyone’s responsibility. A Learning and Development Trainer must be aware at all times of the risk of harm to children within our care and of harm to employees. Any safeguarding concerns must be reported to the appropriate individual as quick as is realistically possible. Failure to adhere to this will lead to disciplinary action.

Where necessary it may be required to:

1. Demonstrate a sound knowledge of Safeguarding procedures and attend safeguarding training as offered by the organisation
2. Ensure compliance with the Social Work England/Wales standards and where relevant to retain Social Worker or other professional status and registration
3. Work in partnership with the relevant professionals to ensure that the child and young person’s needs are met through effective working together frameworks
4. Attend social and consultation activities relating to the support of Foster Carers where required
5. Comply with any safeguarding or child protection enquiry as requested

**ORGANISATIONAL**

1. To undertake broadly similar duties commensurate with the level of the post as required by the manager even where the tasks are not specifically outlined in the job description
2. To attend head office (Loughborough) when required
3. To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation
4. To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
5. The post holder will be expected to competently use electronic systems effectively
6. The post holder will be expected to undertake training and development deemed necessary for the continuation of the post
7. The post holder will be expected to ensure compliance with all policies within the employee handbook.
8. Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
9. The nature of the agency business means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises.
10. National and regional travel are expected as part of this role with some overnight stays required.

**END**