



ABOUT THE JOB

Job Title:
Reporting to:
Directorate
Direct Reports:

Trainer
Training Team Manager
Education and Enterprise
0

Job Band:
Team
6
Workplace Training

Job Summary

- To deliver and assess St John Ambulance courses to the required standard and content. This role will have an administrative place of work but will be required to travel to deliver training in accordance with schedules.
- To deliver and assess a wide range of courses as per the business needs within the geographical area. Some examples of courses are First Aid at Work suite, Fire Marshal, AED, Mental Health and IOSH

Key Responsibilities

- Deliver training courses and conduct assessments to a professional and consistent standard in accordance with St John Ambulance and awarding body requirements
- Maintain own subject and professional competence in accordance with organisational and awarding body requirements
- Maintain own continuing personal development, and maintain a personal development record
- Promote St John Ambulance products and services
- Work with permanent staff, casual workers and volunteers to maintain good relationships and high standards of training and assessing
- Ensure that all equipment used is fit for purpose, is cleaned and stored in accordance with procedures and any faults or damage are reported
- Accurate completion and prompt submission of all relevant course and/or assessment documentation
- Arrive in good time, prepare the training room, liaise with venue contacts and greet learners; and follow the relevant procedures at the training venue, including conducting dynamic risk assessments, and prompt collection and return of keys, materials and equipment where required
- Demonstrate knowledge of and commitment to the organisation's values, mission, vision and objectives
- Adhere to St John Ambulance health and safety, training and all other policies and procedures as implemented within the organisation
- Act as a designated first aider and fire marshal
- Pilot new initiatives in training when required
- Actively promote diversity and a variety of perspectives across the organisation
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

Important things you need to know about this job

- *This role is predominantly Monday to Friday however, we do deliver courses to meet the customer needs. This may include evening and weekend working. Due to this the contract will be issued 5 out of 7 days in a working week rather than specifying Monday to Friday*
- Be able to work on your own initiative. Our training centres are not all staffed, and you may be the only person onsite.
- Need to be a car owner and driver with insurance to cover business use (mileage paid); or have access to suitable public or private transport; and able and willing to transport the items required to run courses
- Be flexible and travel to perform role
- Look smart and professional in appearance and be willing to wear corporate dress
- An enhanced DBS check is a requirement for this role.

Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C / 4) including Maths & English	✓	
Level 3 Certificate in Learning and Development or equivalent	✓	
Assessing qualification (Assessing vocationally related assessments – AVRA) as a minimum	✓	
Relevant valid course specific qualification e.g. First Aid at Work, NEBOSH, IOSH		✓
Experience		
Proven experience of delivering first aid and/or health and safety courses		✓
Experience of teaching, coaching, assessing and/or presenting to groups of adults	✓	
Experience of working effectively as part of a team	✓	
Experience of working on own initiative	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to be engaging and professional in a teaching/assessing context	✓	
An understanding of St John Ambulance activities, courses, values, mission and vision		✓
Ability to work on own initiative, as part of a team and under direction from Line Manager	✓	
Ability to communicate effectively with colleagues, volunteers and customers (verbal, written and using electronic communications)	✓	
Physically able to complete at least two cycles of CPR on a manikin on the floor	✓	
Ability in communicating to all learners being aware of EDI and customer experience	✓	



This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

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