

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Learning and Development Facilitator</b>
<b>REPORTING TO</b>	<b>Learning and Development Coach</b>
<b>RESPONSIBLE FOR/JOB PURPOSE</b>	<b>Designs and facilitates an innovative and comprehensive programme of blended learning and development interventions with a specialism around Adult Health and Social Care.</b>
<b>LOCATION</b>	<b>Regionally based</b>

## DUTIES AND RESPONSIBILITIES

- Design, deliver and evaluate a range of learning and development interventions in both Mandatory and Specialist subjects, using a range of delivery models, to create a truly blended approach to learning.
- Support the end-to-end learning and development cycle including learning needs analysis and provide advice and guidance on appropriate learning & development interventions.
- Use Learning and Development Management Information to analyse trends and target learning interventions appropriately to ensure there are enough courses to promote 100% compliance with Mandatory subjects.
- Liaise on a regular basis with regional leaders and the wider community to ensure learning and development interactions are relevant and tailored to local needs.
- Support the deployment of a range of e-learning and digital content via the new Learning Management System.
- Develop a network of and provide advice, coaching and support to regional ad-hoc facilitators.
- Develop particular specialisms and take a lead role on these for the wider organisation, ensuring a consistent approach across all regions.
- Work as part of the wider team to implement a range of projects to support the development of colleagues across the organisation.

## KEY REQUIREMENTS

### Qualifications

A = Applications; T = test, I = Interview

1	Health & Social Care S/NVQ Level 3 (-or experience which demonstrates competency at level 3)	Essential	A, I
2	Recognised teaching – Level 4 AET, PTLLS, CTLLS, DTLLS, PGCE, CertEd, 7307, F&AETC or willing to work towards	Desirable	A
3	Technical ‘train the trainer’ certificates covering one or more of: Moving & Positioning, Adult Support and Protection; Emergency First Aid at Work; Medication Administration	Desirable	A
4	Recognised Assessor award: D32/D33, A1, TAQA or CAVA	Desirable	A

### Experience

1	Significant experience of working within the health and or care sector	Essential	A
2	Experience of working in, or supporting older peoples’ services	Desirable	A
3	Experience of working in, or supporting supported living services	Desirable	A
4	Experience of designing, delivering and assessing and/or evaluating training	Essential	A, I, T
5	Experience of designing and creating e-learning content	Desirable	A, I, T

### Skills / Abilities

1	A proficient level of ICT (MS Office) and digital skills (social media; web 2.0 etc).	Essential	A, I, T
2	Ability to plan & manage own activities and workload	Essential	A, I
3	Excellent communication and interpersonal skills.	Essential	A, I
4	Full driving licence and access to own transport	Essential	A
5	Ability to work both independently and as part of a team	Essential	A, I
6	Excellent questioning & enquiry skills	Essential	I
7	Resilient and flexible	Essential	A, I
9	Strong attention to detail	Essential	A, T

## Knowledge

1	A good understanding of the challenges faced by older people within a care setting	Desirable	I
2	A good understanding of the challenges faced by adults with a physical and or learning disability or difficulty	Essential	I
3	Experience of designing and assessing Health & Social Care learning interventions	Desirable	A, I, T
4	A good understanding of adult mental health issues	Desirable	I
4	A good understanding about the theory of adult learning	Essential	I, T
5	A good understanding of the: <ul style="list-style-type: none"> <li>• National Occupational Standards for Care;</li> <li>• National Care Standards and</li> <li>• Codes of Practice for Social Care Workers</li> </ul>	Essential	I
6	A good understand of competency-based assessment	Desirable	A, I, T

**NB : This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.**

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.

<b>DATE PREPARED:</b>	Wednesday, 17 January 2018
<b>PREPARED BY :</b>	Eleanor Minshall, Head of Learning and Development, Chris Swaine, Learning and Development Manager