



JOB DESCRIPTION

JOB TITLE: ASSISTANT TRAINING OFFICER

LOCATION: Rhubarb Farm, Langwith. NG20 9DR

JOB PURPOSE: To assist with the organisation and development of activities, training and learning opportunities for Volunteers and Staff at Rhubarb Farm

REPORTING TO: Training Manager

HOURS: 24 hours per week

SALARY: £18,525 pro rata

BACKGROUND

The provision of training opportunities at Rhubarb Farm is aimed at redressing the imbalances in opportunities and institutional discrimination of the most disadvantaged and deprived people. People who undertake training at the Farm may have not engaged with training in the past, have been alienated from it, have not taken opportunities for training, have low levels of educational attainment, very low self-esteem, and low motivation for undertaking training. All training must therefore be tailored to meet the needs of people with long-term needs and must be imaginative, inspiring, and supportive. This will be a mixture of informal and accredited training to enable progression once people are engaged with learning.

Rhubarb Farm is a registered ASDAN Training Centre, which is an exciting and hugely beneficial provision for all our Volunteers. The ASDAN Courses are designed specifically for children and adults, who may not have benefitted from a traditional, educational setting and these are proving extremely popular with our existing network, hence the need for this role.

In addition to this, Rhubarb Farm is the only organisation south of the Scottish border to offer the Grow & Learn Award from the Royal Caledonian Horticultural Society. G&L is a basic horticulture programme designed specifically for people with special educational needs.

JOB OVERVIEW:

You will be expected to work closely with the Training Manager and undertake any duties required to support the Training Manager role.

The Assistant Training Officer will be required to effectively organise the progress of each student, registered under the ASDAN Training Scheme. Organisation for this role is key.

Full training will be given to ensure the successful post holder is clear and confident about the requirements for ASDAN Training. Previous experience with ASDAN programme delivery would be a huge advantage but is not compulsory.

The role will require excellent communication skills because the candidate will liaise regularly with external partners to organise suitable activities, workshops and courses for both staff and volunteers at the Farm. The successful candidate will also need to be capable of motivating people to take advantage of the opportunities provided.

Spending time working one-to-one and with small groups of volunteers will be a large part of this role, so the person must be comfortable with, and capable of, communicating with people with differing needs and abilities.

MAIN DUTIES AND RESPONSIBILITIES:

1. Get to know Rhubarb Farm volunteers and understand their needs, abilities, motivation, and challenges.
2. Face-to-face support for volunteers undertaking ASDAN and other courses.
3. Help to motivate, inspire, and encourage volunteers to take up courses, attend workshops and find out about training opportunities, both at the Farm and externally.
4. Promote and assist the delivery of ASDAN Training Courses, by working closely with the Training Manager.
5. Develop and maintain a recording system of courses conducted and participants involved
6. Prepare publicity material about courses - posters (electronic and hard copy),
7. Disseminate information about all Rhubarb Farm courses through as many sources as possible, using social media, local networks, mailing lists, hard copy posters and leaflets
8. Ensure that all publicity about courses is disseminated a long enough time ahead so that as many people as possible can learn about the opportunities
9. Produce reports to project funders
10. Reporting to the Training Manager, organise and collate work submitted by Support Workers, to keep an accurate and organised ASDAN portfolio for each student.

PERSON SPECIFICATION

1 KNOWLEDGE:

- Knowledge of ASDAN programmes is desired but not essential.
- Knowledge of the Caley Grow & Learn Award is advantageous but not essential.
- Some knowledge of how mental ill-health and learning disability impact learning.

2. SKILLS & ABILITIES:

- Ability to talk easily with people who may be withdrawn, alienated, or anxious.
- Ability to prepare training/learning information including lesson plans and produce evaluation reports
- Ability to be proactive in seeking to develop innovative and creative solutions and evidence that you can and do make things happen
- Excellent literacy skills
- Well organised and a high level of time management
- Ability to work to tight deadlines
- Ability to use ICT skills to support and develop your work; (Microsoft Office, Canva, websites and apps, email)

3. PERSONAL:

- Excellent interpersonal skills and comfortable talking with people of all needs and abilities to make them feel comfortable and inspired by the opportunities provided by Rhubarb Farm
- Ability to work as part of a team as well as on own initiative
- Willingness to do horticultural/manual work on-site as required
- Willing to work occasional evenings and weekends.
- A flexible approach to a constantly changing environment in a fast-growing organisation
- An understanding and commitment to the principles of Equal Opportunities and anti-discriminatory practice
- Must be able to multitask

Further information

Confidentiality

Always ensure confidentiality, only releasing confidential information in line with Rhubarb Farm policy.

Data Protection Act

Comply with the requirements of the GDPR. Rhubarb Farm is registered with the Information Commissioners Office for data protection purposes.

Equal Opportunities and Diversity

Rhubarb Farm is an equal opportunities employer and welcomes people from all sections of society.

Ensure that all volunteers and colleagues are treated as individuals within Rhubarb Farm's Diversity and Equality framework.

Work eligibility

Applicants must be legally entitled to work in the UK.

Health and Safety

You are required to always comply with the requirements of the Health and Safety regulations and Rhubarb Farm's Health and Safety Policy and Procedures.

Underlying values associated with all posts within Rhubarb Farm:

In undertaking this role, the Assistant Training Officer will be expected to always act in a way that is consistent with, and actively supports Rhubarb Farm's values and operating principles.

TERMS AND CONDITIONS

Salary: £18,525 per annum (pro rata)
Contract Type: Tied to funding stream for fixed term.
Location: Based at Rhubarb Farm, Langwith
Hours: 24 hours per week
Leave: 12.5 days plus Bank Holidays
Pension: For negotiation

Probationary Period: All new employees are required to serve a 4-month probationary period and the post does require satisfactory Enhanced DBS checks. During this period notice of termination by either party will be one week.