

JOB DESCRIPTION

Job title	Trainer
Department	SM Operations (Wakefield Inspiring Recovery, Inspiring Futures and Accelerator)
Reports to	Deputy Operations Manager
Grade	Grade 4
Contract	Permanent

Job purpose	To assist Turning Point Wakefield in delivering its business and people strategies. To deliver comprehensive learning & development support across the District. This role will make a significant contribution to embedding of foundation level competencies for Recovery Workers and Managers.
Key accountabilities	<p>Work closely with Managers and other stakeholders in Wakefield, that enable the service to achieve its strategic and operational business plans, by;-</p> <ul style="list-style-type: none"> ✚ Delivery specialist SM training to Wakefield Tier services to increase their understanding of SM issues and enable them to better meet the needs of SM clients ✚ Building close relationships with Wakefield stakeholders to ensure good joint working between agencies ✚ Building management and employee commitment to development and learning. ✚ Support development of training plans and calendars across services in Wakefield <p>Ensure training is provided and evaluated across Wakefield by; -</p> <ul style="list-style-type: none"> ✚ Providing direct training to Wakefield Stakeholders and community groups ✚ Providing additional development activities (workshops, team briefs, bespoke training, coaching, campaigns) ✚ Supporting trainers in operations to deliver local training through mentoring, assessment and CPD ✚ Support colleagues in design and review of learning content ✚ Participate in peer reviews with training colleagues and evaluation of learning processes

	The Post holder will have responsibility for the training and induction of new staff and will provide coaching, support and monitoring throughout their 6month probationary period alongside their allocated line manager.
	The post holder is responsible for the oversight of training and development for the full service; this will include monitoring mandatory training levels and highlighting any areas of concern to senior management.
	Work closely with Wakefield Stakeholders to oversee people risks and drive an agenda of performance through people
	Promote and nurture a learning culture across the organisation and Wakefield
	Help the service to achieve its short-, medium- and long-term goals, creating and managing relevant project plans in own areas of responsibility/specialism
	Enable effective planning/control by ensuring required data is input into information management systems, interpreting trends, and recommending or taking appropriate corrective actions.
	Help to ensure that service achieves its compliance obligations by carrying out responsibilities in accordance with regulatory standards and recognised

	governance processes within the team.
	Ensure the effective flow of information within the team, between the team and management and with external parties, hearing and accommodating the views of TP staff at all levels while representing corporate messages constructively, observing Turning Points policies and procedures.
	Contribute to the well-being of service users, employees, and Wakefield Stakeholders
	Help to project the desired image of Turning Point by demonstrating the corporate values through own example, promoting their understanding and implementation via training interventions while helping to ensure they are demonstrated by colleagues in the team.
	Deliver on own role performance commitments

Dimensions	Undertake any other duties within your capabilities that are relevant to the job and reasonably requested of you by your manager.	No formal responsibility but will provide coaching and guidance to staff members. Will assume responsibility for performance on a project management basis. Responding to challenging interpersonal behaviours while delivering effective training across Wakefield. Managing sensitive and confidential information about people and the business demanding a high level of professionalism, judgment, and integrity. Handling complex and ambiguous organisational scenarios when immediate answers are unclear. Building co-operation between support functions who may have different priorities and ways of working.
	Direct reports	No formal responsibility, but influences the thinking and behaviour of staff and managers throughout Turning Point / Wakefield Stakeholders
	Planning horizon	Contributes to the delivery and re-forecasting of service budget while influencing the cost-effective use of Turning Point resources.
	Financial authority	Manage own expenses and contribute to gaining best value from resources within budgets for region.
	Financial authority	None
Key Skills, Expertise and Qualifications		
Essential		Desirable
<ul style="list-style-type: none"> Extensive knowledge and experience of recovery practices, procedures, and competencies in Substance Misuse Experience of delivery Substance Misuse training Implementing employee development and training programmes Strategic Planning within the Care Sector Implementing new services within an organisation 		<ul style="list-style-type: none"> Experiencing of leading major projects / programmes (incorporating learning/behavioural outcomes) Level 3 Qualification in Training

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Competencies**Core Competencies/Values**

- Business & Financial Acumen
- Support and challenge
- Authentic communication
- Embrace change, assertive and resilient
- Person centred approach

Role Based Competencies

- Training, facilitation, and assessment
- Coaching and Mentoring
- Training best practice