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| **Department** | people services |
| **Job Title** | Bolton Safeguarding Adult Board (BSAB)  Multi-Agency Trainer |
| **Grade** | H/8 |
| **Primary Purpose of Job** | To assist the BSAB Officer to ensure the Board provides an effective multi-agency training offer |
| **Reporting To** | BSAB Manager |
| **Staffing**  **Responsibilities** | To ensure the delivery of a multi-agency adult safeguarding training programme in Bolton  To identify, plan and deliver training programmes  To ensure systems and processes are in place to quality assure single and multi-agency adult safeguarding training programmes |

**Main Duties**

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|  | 1. To contribute to the development of learning and service improvement initiatives across agencies. 2. To design learning programmes. 3. To prepare and develop resources to support learning. 4. To commission and manage the contribution of other people to the learning process. 5. To create a climate that promotes learning. 6. To enable learning through presentations. 7. To enable group learning. 8. To support, advise and assess individual learners. 9. To identify individual learning aims and programmes. 10. To evaluate and develop your own practice. 11. To manage a small budget. 12. To organise and maintain the effective and efficient use of information technology systems and software |

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| **Job Description prepared by:** Charlotte Thaker (BSAB)  **Date Job Description prepared/updated:** 19.03.2019 |

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| **Department** | | | | **People services** | | |
| **Job Title** | | | | Bolton Safeguarding Adult Board (BSAB)  Multi-Agency Trainer | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | To have the ability to contribute to the learning strategies and processes of the organisation to assist the organisation to sustain learning processes in a multi-agency arena. | | | | | Application From / Interview |
| 2. | To be able to identify and agree learning aims and programmes and review learning and development achievements and opportunities. | | | | | Presentation |
| 3. | To demonstrate the ability to negotiate and review learning programmes with learners and agree any changes with them. | | | | | Application Form / Interview |
| 4. | To be able to prepare, develop and choose materials and resources to support learning. | | | | | Application Form / Interview |
| 5. | To have the ability to agree roles and resources with contributors to the learning process, and co-ordinate, monitor and review their activities and effectiveness, including commissioning. | | | | | Interview Form / Interview |
| 6. | To demonstrate the ability to develop good relationships with learners, provide support to them and promote anti-discriminatory practice. | | | | | Interview |
| 7. | To have the ability to give presentations to groups, manage group dynamics and produce follow-up exercises to enable groups to learn together. | | | | | Presentation |
| 8. | To be able to give guidance, advice and support to individual learners to plan and manage their own learning. | | | | | Application Form / Interview |
| 9. | To demonstrate the ability to identify, develop and evaluate own practice and self-development needs. | | | | | Application Form / Interview |
| 10. | Ability to monitor expenditure against budgets and to inform decision making | | | | | Application Form / Interview |
| 11. | To demonstrate the ability to organise, support and maintain the use of information technology systems and software. | | | | | Interview |
| 12. | To have an understanding of staff care issues. | | | | | Interview |
| 13. | To demonstrate an ability to work in a multi-agency arena. | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Two years post qualifying experience in adult safeguarding work. | | | | Application Form | |
| 2. | Professional Degree in Social Work or Nursing / Teaching /Level 5 vocational qualification or equivalent | | | | Application Form | |
| 3 | Experience of controlling expenditure against budgets | | | | Application Form | |
| 4. | Experience in the teaching of adults. | | | | Application Form | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time. | | | Application Form  Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | To be able to develop, agree and review plans for assessing candidate performance and provide feedback and support on assessment decisions. | | Application Form |
| 2. | To have the ability to carry out and evaluate internal assessment and quality assurance systems and support and monitor assessor’s performance. | | Application Form |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | NVQ Assessor (A1), Internal Verifier (V1) Award, Practice Teacher Award or teaching qualification. | | Application Form |
| 2. | Counselling qualification. | | Application Form |

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| **Date Job Description prepared/updated: 19.03.2019** |  |
| **Job Description prepared by:** Charlotte Thaker BSAB |  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**



**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.