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**Job Description**

**Training and Development Worker (Cancer Screening and Engagement)**

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| **Service:** | Quality and Innovation Hub, Greater Manchester Cancer Screening Engagement Programme |
| **Responsible to:** | Unique Improvements Director |
| **Salary:** | £27,754 (£19,427.80 pro rata) |
| **Normal hours of work:** | 3.5 days or 24.5 hours (worked flexibly)  This is a 0.7 post |
| **Holiday entitlement:** | 28 working days (20 days pro rata) |
| **Place of work:** | The role covers Greater Manchester.  Unique Improvements operates an agile working policy. Staff can work flexibly and choose to work from their home, an office base in Salford or from other working environments such as a hot desk space or cafes. We expect the majority of work to be delivered remotely however, there will be a need to deliver face to face training and take part in meetings across Greater Manchester. |
| **Contract length:** | For a fixed term expiring on 31st March 2023 |
| **Additional Benefits:** | Employees are entitled to join the company pension scheme which attracts a 4% company contribution on a like for like basis.  All employees receive automatic free basic enrolment in a ‘Medicash’ health plan which they can make additional contributions to and gain greater benefits.  As part of the 'Agile Working Policy', all employees receive a small budget to allow them to work in different venues away from their home or office, such as hot desking or coffee shops.  Employees can take up to 12 paid days each year (pro rata) to volunteer in other projects during work time. |

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| **Job summary – main purpose of the post:** |
| The Training and Development Worker is an exciting and rewarding role that will lead on coordinating training delivery, and the continued development of the training offer for Answer Cancer, the Greater Manchester Cancer Screening Engagement Programme. This vacancy has come about because the previous post holder has left the role after 3-years. It is a well established and valued role within the Answer Cancer Programme and as such, there are processes and a robust training programme already in place. Your immediate team colleagues include a Project Support Worker who provides support across your work, a Research and Evaluation Worker, and your Manager. Other Answer Cancer colleagues include a Communications Officer and a Community Engagement Team.  At the time of writing, this is the final commissioned year of the Programme. This means that the focus of the role will be around supporting the spread and sustainability of training and skills across our stakeholders. We will be looking for skills and experience around embedding training skills, resources, and approaches across our varied communities.  You will continue to deliver high quality training for a range of stakeholders, but we are looking to employ someone with the skills and passion to help make a lasting legacy for the programme in its final year.  This Job Description outlines the expected work priorities and responsibilities. Supervision and peer support will be available to assist the successful candidate to fulfil this role.   * The training offer is provided online and face-to-face. * You will support the development of training and support resources, including online resources and toolkits that will enable a legacy approach. * You do not need to be an ‘expert’ around cancer screening as full training will be given, although knowledge and experience is a definite advantage. More important is your general training and facilitation skills, your creativity, and your ability to provide leadership and support to VCSEs.   You will   * Record and report back on identified Key Performance Indicators to demonstrate successful work. * Liaise with other training providers to ensure best practice is shared within and from the Programme. * You will also support Answer Cancer Programme wide activity such as supporting the promotion of the Grants Scheme and Answer Cancer Champion recruitment and activity.   The post holder will need to be creative, innovative and flexible. You may be asked to work very occasional evenings and weekends, depending on the needs of local community groups.  It is a requirement of this role that the successful candidate complies with the NHS rules on vaccinations for NHS employees and people working within an NHS setting |
| **Main Duties:** |
| 1. **Develop relationships and engage local Voluntary, Community and Social Enterprise Organisations in cancer screening training**  * Develop and deliver training on cancer screening and related topics for community groups, Answer Cancer Champions and staff. This will include ‘train the trainer’ approaches designed to build capacity in VCSE organisations. * Encourage “Buy In” with other organisations and workplaces and support Answer Cancer Champion recruitment efforts. * Partner with external stakeholders to share best practice around cancer screening and to ensure the best overall training offer for Answer Cancer Champions across Greater Manchester. |
| 1. **Develop and deliver a Training Delivery Plan**  * Manage a training system including a training calendar, booking, monitoring and follow up of trainees. There are established processes already in place, and you will monitor and continuously improve them when needed. * Develop and maintain a quarterly training calendar for Answer Cancer, ensuring the training offer is promoted across multiple channels. * Assess training needs for Answer Cancer Champions, organisational Answer Cancer Champions, Grant recipients, other staff and other relevant stakeholders. * Liaise with subject matter experts to inform training design and the development of training resources, tools and toolkits. * Help the Research and Evaluation Worker to develop and maintain a training evaluation process that includes follow up of training plans, to track training outcomes. |
| 1. **Deliver Training and develop training tools/resources**  * Deliver training through a variety of delivery methods including classroom instruction, virtual and online training, and other creative approaches designed to maximise learning outcomes. * Take part in programme legacy planning so that the training and support offer will help local stakeholders develop skills and approaches to continue raising awareness about cancer and cancer screening. This may include developing online resources, tools and processes. * Manage logistics for training activities including venues and equipment * Prepare venue Risk Assessments. * Establish and maintain relationships with external training providers. * Keep current on training design and methodology. |
| 1. **Monitoring, evaluation and marketing**  * Provide feedback to participants and other programme staff around training outcomes. * Evaluate and make recommendations on training material and methodology. * Collect data and produce regular training workstream monitoring reports. * Collect qualitative data including case studies. * Take part in update meetings with your team and Answer Cancer Colleagues in partner organisations. * Liaise with the Programme Comms team, and other comms stakeholders to market and promote relevant training using a range of mediums and approaches. * Prepare and deliver presentations at events. |
| **General work-related expectations – for all staff.**   1. Maintain and develop networks, both formal and informal, with local stakeholders, including other workstreams within Answer Cancer. 2. Work within Unique Improvement’s mission and values. 3. Contribute to the wider organisational workstreams as required. 4. Contribute to organisational planning and development. 5. Work in accordance with all policies and procedures of the organisation. 6. Work in accordance with all relevant legislation. 7. Contribute to the organisation’s marketing and publicity. 8. Undergo regular supervision and annual appraisal. 9. Attend regular staff meetings, trainings and other meetings as requested. 10. Identify self-learning and development opportunities. 11. Undertake any other duties appropriate to the post, as required. |

**Person Specification**

**Training and Development Worker**

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| **Requirements** | **Essential/Desirable** | **Method of Assessment** |
| 1. **Skills and competencies** | | |
| 1. Experience of training and coaching, particularly in community settings. | E | A |
| 1. Experience of online training using Zoom or Microsoft Teams | E | A |
| 1. Experience of developing training approaches or tools that will support learning into practice | D | A/I |
| 1. Ability to develop project plans and implement work delivery plans. | E | A |
| 1. Experience of designing training resources, including online. | E | A |
| 1. Strong problem-solving and decision-making skills. | E | A |
| 1. Effective planning skills, using objective setting and prioritisation, including for risk management. | E | A |
| 1. Ability to actively promote health concepts in public and community settings. | D | A |
| 1. Excellent communication skills in English – written, verbal and listening. | E | A/I |
| 1. Strong ability to influence, persuade and negotiate, including to manage conflict and to facilitate groups and discussions. | D | A/I |
| 1. Good level of competence with Microsoft Office (or similar) packages, including Word and Excel. | E | A/I |
| 1. Good skills in recording, managing and presenting information. | E | I |
| 1. **Knowledge –** *type and depth* | | |
| 1. Knowledge of cancer prevention and early detection of cancer, including cancer screening | D | A/I |
| 1. Good knowledge of learning theory and principle. | E | I |
| 1. Good knowledge training methodologies. | E | I |
| 1. Knowledge of Community and Voluntary Sectors/Local Authority and/or NHS systems | D | A/I |
| 1. Good knowledge of key factors influencing health and wellbeing. | D | A/I |
| 1. Knowledge of Greater Manchester and its communities. | D | A/I |
| 1. **Experience** *– quality and relevance* | | |
| 1. A minimum of two years’ experience of facilitating groups and communicating information in learning environments, preferably including the community and voluntary sector | E | A |
| 1. Extensive experience of working with community groups and organisations. | D | A |
| 1. Experience of reviewing and quality assuring established processes or course content | E | A |
| 1. Experience of working with community groups and organisations in Greater Manchester | D | A |
| 1. Experience of volunteering or working with volunteers or voluntary groups. | D | A |
| 1. **Personal qualities and circumstances – essential and directly relevant to post** | | |
| 1. Awareness of own strengths and weaknesses, with good time management skills. | E | A/I |
| 1. Personal commitment to equity and diversity across society. | E | A/I |
| 1. Ability to travel around Greater Manchester. | D | A |
| 1. Willingness to work occasional unsocial hours (such as evening or weekend) | E | A |
| 1. Ability to travel around Greater Manchester at short notice and possibly to more than one area per day. | D | A |
| 1. Full driving licence and use of own car | D | A |
| 1. **Learning and development – type and depth** | | |
| 1. Commitment to ongoing personal development and learning. | E | A |

**A= Application form**

**I= Interview**