



Job Description

Job Title:	Training Officer
Hours:	30 hours per week over four working days
Location:	Hybrid – regular attendance at our offices at: Partners in Care 6 The Farriers Business Centre Annscroft Shrewsbury SY5 8AN Plus training delivery/meeting attendance at venues across Shropshire, Telford & Wrekin and occasional training delivery meeting attendance in Cheshire Plus occasional home working
Responsible to:	Chief Officer
Accountable to:	Chief Officer
Additional benefits:	<ul style="list-style-type: none">• Mileage reimbursement at 45p per mile• Professional development opportunities• Flexible working arrangements

About Us

Partners in Care is a not-for-profit organisation established in 2003, dedicated to representing adult social care providers across Shropshire, Telford & Wrekin and Cheshire. We work closely with local authorities and the health sector to advocate for independent care providers, ensuring their voices are heard and their contributions recognised.

Our services include:

- Training and professional development
- A DBS check service
- Networking opportunities and events
- Access to vital resources and support

By fostering collaboration among care providers, we strengthen the sector's collective voice and promote fair recognition and rewards for its invaluable contributions.

Role Overview

You will be responsible for designing and delivering a range of courses, including People Positioning and Load Handling ("Moving and Handling"), In-house Trainers Course (Train the Trainer), First Aid and other training courses, and facilitating meetings with Health and Social Care providers to promote best practice.

Key Responsibilities

Training Delivery and Support

- Deliver appropriate education and training programmes to the Health and Social Care sector workforce including but not limited to, Moving and Handling, In-house Trainers Course, First Aid and other training courses across the Health and Social Care sector.
- Provide expert advice to carers, professionals and other relevant staff in the Health and Social Care sector. Advice will be based upon up-to-date knowledge of developments in Moving and Handling and First Aid, appropriate equipment, and legislation.
- Develop the skills of managers, care staff and other workers in the independent, statutory, and voluntary health and social care sector helping them to improve the quality of care and support in line with relevant best practice, guidance and legislation.
- Design and deliver regular continued professional development (CPD) sessions (link meetings) to current Moving and Handling in-house trainers in order to maintain standards and quality.
- Work in partnership with any other Training Officers employed by Partners in Care and work in conjunction with partner organisations.
- Work with the administrative team at Partners in Care to keep accurate and up-to-date training records.
- Keep up-to-date with relevant national and local legislation, policy, guidance and developments and review and revise training content and teaching methods to reflect this.

Line Management

- Line manage Partners in Care's Casual Moving and Handling Training Officer(s).

General Duties

- Represent Partners in Care professionally in all interactions, both internally and externally.
- Actively contribute to team collaboration and knowledge sharing.
- Ensure a safe, inclusive and productive working environment in line with organisational policies.
- Participate in training to enhance skills and professional development.
- Uphold strict confidentiality and discretion in handling sensitive information.
- Undertake additional responsibilities as required, with prior consultation.

Person Specification

Criteria	Essential	Desirable
Education/Qualification	<ol style="list-style-type: none"> 1. Level 3 Award in Education/Training Qualification – PTLLS/CLDP* or equivalent 2. CTLLS or an equivalent qualification 3. BTEC Safer People Handlers Training or similar <p><i>*CLPD – Certificate in Learning and Development Practice by CIPD – The vocational training equivalent to PTLLS (used to be CTP – certificate in Training Providers)</i></p>	<ol style="list-style-type: none"> 1. Assessor qualification- A1 2. DTLLS, QTLS 3. ROSPA or equivalent 4. Health and Safety qualification – Diploma levels 2, 3, and 5 5. 3 Day First Aid at Work qualification or willingness to gain this qualification
Skills & Experience	Effective communication skills (verbal, written, presentation); Effective interpersonal and influencing skills; Experience of organising and delivering training programmes; Ability to prioritise workload and schedule activities; Ability to reflect critically on own and other people's practice and development; Ability to effectively manage staff and address staff performance issues; Be able to use a range of IT Software (Microsoft Office 365 – PowerPoint/Word/Outlook)	Training of adults and awareness of barriers to learning
Knowledge	Awareness of issues relating to People Positioning and Load Handling legislation and practical people handling techniques/approaches; People Positioning and Load Handling legislation and practical people handling techniques/approaches; Awareness of issues relating to First Aid legislation and appropriate First Aid techniques/ approaches; Understanding of the needs of adult learners; Experience of managing staff	Experience in Health and Social Care sector; Knowledge of wider Adult Social Care and human rights issues
Other Requirements	Enthusiasm and motivation for the post; Personal resilience; Compassion and sensitivity; Willingness to travel within the locality; Ability to carry out the role with no risk to self or others	Experience working in a not-for-profit and/or membership organisation

Special Working Conditions

- Use of a personal vehicle for business travel is required.
- Must be willing to undergo a basic Disclosure and Barring Service (DBS) check.
- Must be prepared to work flexibly as required.

This role offers an exciting opportunity for an experienced training officer to make a tangible impact within the adult social care sector. If you are passionate about supporting care providers and driving engagement, we encourage you to apply!