



JOB DESCRIPTION

This is an excepted post under Schedule 9 of the Equality Act 2010.

Job Title:	Casual Training Facilitators (Females x2)
Hourly Rate:	£10.92 p/hr
Hours:	Various
Office Base:	Hyde Healthy Living Centre, 20 Great Norbury St, Hyde SK14 1BR Training Facilitators will be expected to deliver in community venues across Greater Manchester
Responsible to:	Training & Employability Coordinator

Main Purpose of Job:

To engage, support and deliver learning and employability provisions to minority ethnic women across Tameside and Greater Manchester, who face multiple barriers to participation and are the most socially isolated within our communities.

Main Duties & Responsibilities

Project Tasks

1. To develop session plans and activities in accordance with training requirements
2. To deliver a high quality of training and learning provisions utilising different learning methods
3. To provide information and non-specialist advice and guidance
4. To gather monitoring data in line with contractual requirements
5. To write regular session evaluations in line with contractual requirements
6. To attend meetings as require by the project coordinator

Learner Assessment & Support

1. To meet and complete individual registrations and learner plans before and after, including ESOL assessment.
2. To support the learning needs of beneficiaries and support them in developing and implementing individual learning plans.
3. To sign-post learners to other agencies, where appropriate.

General

4. To manage your own workload, resources and professional development, including attendance at relevant training events and improving your knowledge and understanding of the barriers to minority ethnic women participating in training, learning and employability.



5. To contribute to the work of Diversity Matters North West as a member of the staff team and to undertake other duties compatible with your level of responsibility as required.

DMNW Team

6. To work as part of the Diversity Matters North West team and with all appropriate workers (paid and unpaid) and organisations across Greater Manchester in order to support the future development of the organisation.
7. To work to combat all forms of discrimination, and to ensure that the principles of equal opportunities are implemented in all work undertaken on behalf of DMNW
8. Be responsible for the care of resources and maintenance of equipment needed to carry out the role.
9. To carry out the above duties, and any other duties commensurate with the responsibilities of the post which may reasonably be required, in a manner which actively supports and promotes DMNW's aims and policies.

What we can offer you:

- ✚ Welcoming, ambitious, and forward-thinking environment.
- ✚ Flexible, occasional hours (please note hours are not guaranteed, this is a on-call position and does not guarantee that interpreters or translators will be provided with regular work).
- ✚ Full internal training for interpreters.
- ✚ Continued learning and improvement.
- ✚ The opportunity to support your local community.

We're committed to creating a positive working culture for all our employees, as well as a good work-life balance.

Additional Information

Diversity Matters North West has at its core the ethos of community involvement and empowerment, based on openness and honesty in working relationships. Every staff member is expected to reflect this ethos in his or her work practices.

The working practice of Diversity Matters North West will be open, honest, inclusive and seeking to value the contribution that each staff member can make to the work of the organisation. This relationship will also be reflected in their contacts with local people. This will involve staff members working closely with members of the community, sharing skills and information and ensuring that community members are actively involved in the decision-making process and that value is placed on community member's contributions.



PERSON SPECIFICATION

Job Title: Casual Training Facilitators (Females x2)

This is an excepted post under Schedule 9 of the Equality Act 2010.

<i>Essential criteria:</i>	<i>How measured</i>
Education / Qualification/ Experience	
1. Hold a minimum of an Education and Training L3 TESOL, TEFL	App Form Interview
2. Experience of working with women from minority ethnic communities	App Form Interview
3. Experience of developing and delivering training	App Form Interview
4. Experience of working on own initiative and as a member of a team	App Form Interview
Knowledge	
5. An understanding of the issue, challenges and stigmas faced by minority ethnic women around access to training, learning and employment	App Form Interview
6. Knowledge of local services in Greater Manchester that supports training, learning and employability.	App Form Interview
Skills & Abilities	
7. Ability to communicate confidently and effectively to get key messages across in a clear and interesting way taking into account the varying needs of learners.	App Form Interview
8. Ability to develop positive relationships with local people, building trust and sustaining relationships	App Form Interview
9. Excellent listening and verbal communication skills	App Form Interview
10. Ability to use MS office applications (including word processor, spreadsheet and outlook)	App Form Interview
11. Able to record clear and accurate information.	App Form Interview
12. Ability to write clear projects reports and evaluation	App Form Interview
13. Excellent time management and organisational skills	App form Interview
Work related circumstances	
14. Equal Opportunities & Managing Diversity <ul style="list-style-type: none"> To be able to demonstrate a commitment to equal opportunities in all aspects of your work To be able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Diversity Matters North West 	App Form Interview



15. Able to lift and handle resources	App Form
16. Ability and willingness to working in a variety of locations around Greater Manchester including community centres and faith centres.	App Form
17. Ability and willingness to respect Diversity Matters North West's values	App Form
18. Ability and willingness to learn new skills and undertake training as required by the post	App Form
<i>Desirable criteria:</i>	<i>How measured</i>
19. Full clean UK driving license and access to own car	App Form