

Job title:	Trainer
Directorate:	Corporate Services
Date written:	June 2023
Notice Period:	One month
Job Grade:	GGs-9
Job Code:	1604

Purpose of job

To coordinate, deliver and evaluate effective training solutions that support ABRI's corporate and strategic objectives.

Key duties and responsibilities

- Deliver pre-designed learning solutions in line with the overall People Development strategy and business / legal requirements.
- Engage and motivate learners in every session you deliver, gaining positive feedback on all aspects of the day.
- Be the expert in the training subjects you deliver, keeping yourself abreast of topics in your subject matters.
- Continuously learn about the sector in which we work in and spend time with our customer facing colleagues to better understand how training will be best received.
- Use LEAP (Learning, Education and Performance) learning management system to ensure you book your training sessions to full capacity where possible, ensuring value for money.
- Liaise with key colleagues from directorates to gain learners and add them directly to LEAP where required.
- Communicate training capacity and other training course related data to each directorate via the PD business partners.
- Consult with the PD team where a coaching need arises during a session.
- Consult with the People Development Manager, line managers or HR (Human Resources) if anything arises that gives cause for concern during a session.
- Maintain and promote confidentiality throughout training sessions.
- Be responsible for your training sessions from beginning to end, liaising with the People Development Admin Lead for venue bookings and LEAP bookings.

- Work with Subject Matter Experts to ensure the content you deliver is up to date and relevant.
- Ensure that your part in the L&D (Learning & Development) training offer is always advertised, communicated, up to date on LEAP and refreshed.
- Be a champion of the People Development team, using internal and external social media to promote the sessions you run.
- Set time aside to learn the ADDIE process for L&D and other fundamentals of L&D and where training fits in with the employee lifecycle.
- Develop and maintain good relations with internal stakeholders and external suppliers.
- Be responsible for communicating feedback, evaluation and findings from your sessions to the PD team.
- Participate in any learning events hosted by the L&D team for Abri.
- Help promote a continuous learning culture.
- Be a proactive, curious problem solver for L&D and your business areas.
- Carry out any other duties commensurate with this post.

Knowledge, skills and experience required

- Relevant Learning and Development or training qualifications such as PTLLS, Cert in Training Practice, Cert Ed, PGCE is desirable but not essential.
- OPQ/Insights Discovery/MBTI practitioner status or (BPS) Level 2 Occupational Test User - personality qualification is desirable but not essential.
- Experience in delivering face to face and online training within a fast-paced environment.
- Experience of working with Cornerstone LMS (Learning Management System) is desirable but not essential as training will be given.
- Knowledge of learning styles and practices.
- Evidence of continuous professional development.
- Exceptional facilitation and presentation skills.
- Strong organisational skills with the ability to manage your busy training delivery and training admin schedule.
- Energy, drive and resilience.
- Ability to work in an agile, fast paced team and respond quickly to business needs.
- Motivated to make a difference to the traditional L&D offering and be open to pushing boundaries to contribute to the L&D team being industry leaders.
- A service orientated outlook and attitude, with proven experience of providing excellent customer focused services.

- Ability to work under pressure and to deadlines, using judgement where necessary.
- Possess strong IT skills with practical knowledge and experience of Microsoft Office applications, including Word, Excel and PowerPoint.
- Knowledge of applications that can be used within training sessions.
- Able to inspire confidence and credibility with all learners and stakeholder groups.
- Able to adapt to change.
- Possess excellent listening skills.
- Be naturally approachable, confident, diplomatic and have a growth mindset.
- Demonstrate our values and behaviours.