

Job Description – *External & Internal *

Job title	Safeguarding Regional Trainer	Job family	Priory People Team
Reporting to	Learning and Organisational Development	Job code	
Location	Remote	Evaluation Date	

Job Purpose

To organise, deliver and evaluate business critical training in line with organisational requirements.

Responsibilities

- Work with Divisional Teams and the Learning & Organisational Development (L&OD) team to ensure that training is proactively and effectively planned within the geographical region
- Deliver sufficient training to meet regulatory and or internal policy/compliance standards ensuring it is fit for purpose and conducive to colleague needs in agreed focus areas i.e. Safeguarding and Protection, Child Sexual Exploitation and Mental Capacity Act training
- To develop and maintain expertise in different methods of training delivery and utilise to maximise training delivery in the region
- General administration and management of training programmes which can include, scheduling, completions and providing reports on an agreed basis – normally monthly
- Work with subject matter experts to update learning materials and content as required in line with national guidelines, legislation and Priory Policies and Procedures
- Escalate any Safeguarding concerns and disclosures in line with the Priory and Local Safeguarding Procedures
- Ensure knowledge is current and to proactively complete 'Continuous Professional Development' opportunities in line with your Performance and Development Review
- Be available to meet with the subject matter experts as and when required.
- Carry out post training interventions to measure the added value of training accessed within the Division
- There will be the opportunity to deliver additional training courses which may include soft skills training, and train the trainer workshops with scope to deliver other courses in the future depending on the demands of the business

Knowledge / Education / Skills & Experience

<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
Completed the Advanced Safeguarding Lead Training within the past 2 Years		✓

Knowledge of variety of different Learning Methods		✓
Skills and Abilities	Essential	Desirable
Articulate with good interpersonal skills and clear communication with all levels of management	✓	
The ability to deliver training to achieve specific objectives	✓	
An autonomous self-starter who will take ownership for a diverse role	✓	
Proactive with ability to use initiative	✓	
Natural Team Player	✓	
Planning and organisation skills	✓	
Able to multitask, prioritize, and manage time efficiently	✓	
Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)	✓	
Ability to assimilate and analyse large amounts of data		✓
The ability to network with others & develop and maintain positive relationships	✓	
Mobile – must be able and willing to visit remote geographical sites within their Region	✓	
Have a current Driving License and access to a car		✓
Qualifications	Essential	Desirable
Educated to A-Level or equivalent	✓	
Train the Trainer Certificate		✓
Other qualifications relevant to the Health and Social Sector		✓
Award in Education & Teaching (or willing to work towards qualification as part of your Continual Professional Development)		✓
Experience	Essential	Desirable
Previous experience of training design and delivery at operational level, ideally within Education,		✓

Health or Social Care environments		
Experience delivering training/learning events	✓	
Previous experience of working with vulnerable service user groups		✓
Knowledge and experience of both Safeguarding adults & children	✓	
Knowledge of Mental Capacity Act		✓
Minimum of 1 Years' experience delivering Training	✓	
Experience of delivering learning via an online Learning Platform (For example Zoom)		✓
Experience using a Learning Management System		✓

Responsibility
<p><u>Colleagues</u> No direct responsibility for managing colleagues</p> <p><u>Budgets & Equipment</u> Collective responsibility for the care and security for equipment</p> <p><u>Information</u> Shared responsibility for the confidentiality, security & accuracy of colleagues records data and information in accordance with General Data Protection regulations (GDPR) .</p>

Working Environment
<p>The expectation of the role is that it will be a combination of face to face training delivered regionally, based on your location and working from home delivering virtual classrooms via an online platform.</p> <p>This is a remote role where you will be based at home but required to frequently travel to our central People Team Office based in Leicester for monthly L&OD team meetings.</p> <p>Confidential information may be discussed, so you should be able to work from a suitable environment with professional presentation and confidentiality in mind.</p>

Safeguarding

All Priory Group colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory Group supports.

Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.

All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.

Upholding the Company Behaviours

Demonstrate in this section how the role will evidence and support the Company Behaviours

Behaviour	Responsibility to evidence
Putting People First	Understanding that this role is a support function for Divisions and acting in a way that demonstrates this
Being Supportive	Demonstrating excellent behaviours that replicate 'putting people first' therefore clearly acting by example and being supportive of others. This includes being respectful even when a colleague demonstrates behaviour you are setting. Being supportive and solution focussed but seeking to understand
Acting with Integrity	Understanding that it is important to treat others as you would want to be treated yourself. Being honest and transparent at all times even when things have gone wrong.
Being Positive	Actively demonstrating the ethos and behaviours of the Priory Group, genuinely portraying a good environment and playing my part in demonstrating positive behaviours and role modelling this to others
Striving for Excellence	Being the best you can be through effective working methods, organisational and team pride and asking for help and support as required. Ensuring that business objectives are met as well as setting personal objectives as well.