

TRAINING MANAGER JOB DESCRIPTION AND JOB SPECIFICATION

JOB TITLE: Training Manager
REPORTS TO: Proprietor/Franchisee
SUMMARY OF POST: To identify training needs and manage/co-ordinate/plan, deliver and monitor training programmes for all staff

MAIN RESPONSIBILITIES:

- Identify training needs within the entire staff base, including training requirements for entering into new market areas
- Develop and maintain up-to-date training and personal development plans for all staff
- Ensure training targets are met and maintained in accordance with current legislation
- Deliver appropriate training programmes in accordance with legislation and current industry best practice
- Monitor staff through training programmes ensuring personal and organisational targets are achieved
- Maintain up-to-date records of all training delivered in personnel and electronic files
- Identify and source training funding from various funding streams
- Monitor the use of training funding
- Maintain up-to-date knowledge of legislation relevant to training and disseminate any new requirements appropriately to colleagues
- Maintain own personal development in relation to training and the social care industry
- Produce reports as required

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Willing to work towards PTTLs • Willing to work towards Train the Trainer • Willing to work towards Moving and Manual Handling, First Aid, Medication, Safeguarding, Food Hygiene, Infection Control, Health & Safety, Fire Safety • Good standard of education • Good literacy and numeric skills 	<ul style="list-style-type: none"> • PTTLs • Train the Trainer • Moving and Manual Handling • First Aid • Medication • Safeguarding • Food Hygiene • Infection Control • Health & Safety • Fire Safety
Experience	<ul style="list-style-type: none"> • Experience of working within the Care Industry • Working knowledge of planning and delivering training programmes • Understanding of training funding streams available • Experience of allocating, monitoring and controlling financial resources • Experience of maintaining effective recording systems 	<ul style="list-style-type: none"> • Working knowledge of the Domiciliary Care industry and surrounding regulations and legislation • Understanding of Regulatory Body functions and requirements • Working knowledge of StaffPlan Roster

Skills/Attributes	<ul style="list-style-type: none"> • Process and procedure driven • Excellent communication skills • Ability to work on own initiative and as part of a team • Good planning and organisational skills • Ability to cope with pressure • Ability to cope with change 	<ul style="list-style-type: none"> • Commitment to own professional and personal development
Additional Requirements	<ul style="list-style-type: none"> • This post is subject to an Enhanced CRB 	