

## **JOB DESCRIPTION**

**TITLE:** Commercial Trainer

**ACCOUNTABLE TO:** Training Delivery Manager

**PART TIME HOURS:** 35 hours per week

**LOCATION:** Wales (Flexible)

### **Core Duties:**

1. Demonstrate excellent communication and teaching skills; delivering and assessing training courses and services in accordance with St John Ambulance Cymru's procedures and processes.
2. Broaden, expand and develop personal training skills so as to enable development/teaching and training of all current and possible future courses, including a range of First Aid courses, Health and Safety and Mental Health courses.
3. Be inherently self-motivated and able to work without supervision; this includes an ability to work at short notice at any given client locations across Wales or beyond.
4. Work as an integral member of the Training Directorate to promote ongoing growth; specifically developing and delivering new courses; utilising various teaching/training mechanisms and resources including group work, scenarios and PowerPoint.
5. Ensure that all internal and external regulatory body training standards and performance criteria are met and complied with.
6. Respond positively to observations following internal verification that will ensure quality and consistency on courses. If IQA qualified to also carry out IQA observations on fellow trainers.
7. Identify new customer/client market opportunities/prospects with sales potential for St John Ambulance Cymru's services and to refer those prospects to the sales team with a view to converting those opportunities into clients.
8. Promote and administrate the sale of supplies products purchased on courses.
9. Take responsibility for whichever training centre you are in, reporting any issues to HQ.
10. To assist to one's best ability in the furtherance of St John Ambulance Cymru's ongoing business development as may be required.

## Person Specification

Criteria	Essential	Desirable	Assessed by	
			app	Interview
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• First Aid at Work Certificate</li> <li>• PGCE/Cert Ed Qualified</li> <li>• At least a Level 3 Award in Training &amp; Education (or equivalent)</li> <li>• Mental Health First Aid (Wales) Instructor Qualification</li> <li>• TAQA IQA Level 4 Qualification and/or First Aid IQA / CPD day certificate</li> <li>• NEBOSH or equivalent</li> <li>• IOSH registered trainer</li> </ul>			*	*
<p><b>Experience/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience in training at least one of the following topics; First Aid / Health &amp; Safety / Mental Health</li> <li>• Welsh speaking</li> <li>• Microsoft Office suite</li> <li>• Knowledge of First Aid / Health &amp; Safety / Mental Health legislation</li> <li>• Experience and or knowledge of teaching via Video Conferencing</li> </ul>	*		*	
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Ability to work as part of a team</li> <li>• Presentation skills</li> <li>• Excellent communication skills</li> <li>• Time management</li> <li>• Organisational skills</li> <li>• Experience of lesson planning &amp; assessment of learning outcomes</li> </ul>	*			*

<b>Personal Attributes</b>				
<ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> </ul>	*		*	
<ul style="list-style-type: none"> <li>• Able to demonstrate commitment to St John Ambulance Cymru's values and behaviours</li> </ul>	*			*
<ul style="list-style-type: none"> <li>• Willing to travel around Wales and sometimes the UK when required</li> </ul>	*			*
<ul style="list-style-type: none"> <li>• Willing to work evenings and weekends when required</li> </ul>	*			*