

Job Description

Post Title: **Training & Accreditation Officer**

Responsible to: **Chief Executive**

Salary: **Scale SO2/PO1**

MAIN PURPOSE OF POST

To coordinate, arrange and deliver training and accreditation activities for CLIC and ProMo-Cymru.

Due to the nature of this position, appointment will be subject to an enhanced CRB disclosure.

MAIN DUTIES

- Develop/achieve training centre status for ProMo-Cymru.
- Work with CLIC team to develop accreditation and achievement systems and programmes for young people participating in CLIC, to ensure both long-term and short-term involvement are acknowledged.
- Identify existing training providers and key personnel already trained to Quality Mark for Information and Advice provisions.
- Assist in the development and delivery of a Quality Assurance training framework for staff and young people.
- Identify training needs within local area provisions in relation to CLIC.
- Develop and update existing CLIC PSE materials and further training materials for CLIC with the Media Technology Manager and CLIC Team.
- Organise, carry out and support training workshop activities with young people, engaging associated employees, professionals and volunteers for the ongoing development of CLIC.
- Arrange accreditation/acknowledgement where appropriate and sufficient progress/ development has been made with individuals across all regions of Wales.

In addition to the above duties and responsibilities the post-holder will be expected to undertake any other duties and tasks required to ensure the project successfully meets its outcomes and objectives.

Employee Specification

Requirement	Essential	Desirable	How Identified/ Assessed
Education/ Qualifications:	Graduate in a relevant subject or have 3 years equivalent experience in a similar role		Application form
Experience:	<p>Experience of delivering training workshops and programmes</p> <p>Experience of developing training materials</p> <p>High level of I.T. literacy including web and multi-media technologies.</p>	<p>Experience of working in statutory/voluntary youth organisation</p> <p>Experience of working with young people to gain accreditation</p>	<p>Application form & interview</p> <p>Application form & interview</p> <p>Application form & interview</p>
Skills/Knowledge:	<p>An understanding of youth provision in Wales</p> <p>Knowledge of training providers across Wales</p> <p>Problem solving abilities</p> <p>Organisational skills.</p>	<p>Knowledge of young people's accreditation systems.</p>	<p>Application form & interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
Personal Attributes:	Excellent communication		Interview

	and interpersonal skills Enthusiasm Self-motivation		Interview Interview
Other requirements:	Willingness to work evenings and weekends Driving licence with own transport	Fluent Welsh speaker	Application form & interview