



Job Description

Job Title: Training Officer

Hours of Work: 21hours per week

Salary: NJC Scale Point 20, £25,295 p.a., pro-rata £15,177 p.a..

Purpose: To develop and oversee a programme of playwork and management training courses to meet the needs of local childcare providers, which in turn will support the growth and development of after school clubs, breakfast clubs, holiday playschemes, nurseries and preschools.

Responsible to: The BAND Chief Executive Officer on a daily basis, then ultimately to the BAND Management Committee.

Individual Responsibilities

1. To oversee the monitoring of ongoing training needs of childcare and playworkers in Bristol
2. To support the C.E.O. with liaison with statutory and voluntary agencies over planned childcare training in the Bristol and wider area
3. To draft a programme of Playwork and Management training courses in response to identified needs, reviewing the content of existing BAND courses where appropriate, and assisting with the writing of new courses where necessary
4. To oversee all practical arrangements for delivery of courses: publicity, venue, bookings and preparation of course paperwork, within set budgets
5. To deliver specific training courses as directed by the C.E.O.
6. To tutor and co-tutor specific training courses as additional hours through negotiation with the C.E.O.
7. To liaise with course tutors over course content and practical arrangements
8. To ensure all courses are accessible to potential participants in line with The Equalities Act
9. To liaise with the C.E.O. to ensure robust monitoring and evaluation systems are maintained for all courses and responded to appropriately
10. To draft any reports as required by the C.E.O
11. To liaise with other BAND staff members involved in co-tutoring of BAND training

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General Responsibilities

12. To attend and participate in team meetings as appropriate and management meetings when required
13. To undertake training as appropriate through consultation with the BAND C.E.O.
14. To cover essential functions for other workers in emergency, or times of sickness as requested by the BAND C.E.O.
15. To take part in daily domestic duties as part of the staff team
16. To maintain records of all work and ensure these records are kept up to date
17. To work in accordance with BAND policies

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