

1. Job details	
Job title	Trainer Assessor
Salary band	Band 6
Accountable to	Training Team Manager

2. Job summary
To deliver and assess St John Ambulance courses to the required standard and content.

3. Main duties and responsibilities	
1	Deliver training courses and conduct assessments to a professional and consistent standard in accordance with St John Ambulance requirements
2	Maintain own subject and professional competence in accordance with organisational requirements
3	Maintain own continuing personal development, and maintain a personal development record
4	Promote St John Ambulance products and services
5	Work with permanent staff, casual workers and volunteers to maintain a high standard of training and assessing
6	Ensure that all equipment used is fit for purpose, is cleaned and stored in accordance with procedures and any faults or damage are reported
7	Accurate completion and prompt submission of all relevant course documentation
8	Arrive in good time, to prepare the training room, liaise with venue contacts and greet learners; and follow the relevant procedures at the training venue, including prompt collection and return of keys, materials and equipment where required
9	Act as a designated first aider and fire marshall
10	Adhere to St John Ambulance health and safety, training and all other policies and procedures as implemented within the organisation
11	Pilot new initiatives in training when required
12	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

4. Person specification			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Functional skills (numeracy, literacy and ICT) at or above level 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Certificate in Learning and Development or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Relevant valid course specific qualification e.g. First Aid at Work, NEBOSH, IOSH.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Experience			
Proven experience of delivering first aid and/or health and safety courses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of teaching, coaching assessing and/or presenting to groups of adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to be engaging and professional in a teaching/assessing context	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
An understanding of St John Ambulance training, products and services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to work on own initiative, as part of a team and under direction from Line Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to communicate effectively with colleagues, volunteers and customers (verbal, written and using electronic communications)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Physically able to complete at least two cycles of CPR on a manikin whilst kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Car owner and driver with insurance to cover business use (mileage paid); or have access to suitable public or private transport; and able and willing to transport the items required to run courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness and ability to work evenings and weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to be flexible and travel to perform role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Smart, professional appearance and a willingness to wear corporate dress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

Date of preparation: /04/2015