

KCA Trainer Consultant Job Description and Person Specification

Job description:

Contract	Permanent
Hours	Full-time post of 32 hours a week over 4 days (KCA is committed to a 4 day working week, Monday – Thursday, for all of its employees)
Salary	£35k per annum with potential for profit share as the organisation becomes an Employee Ownership Trust
Annual leave	5 weeks
Office base	Home based with a requirement to attend regular meetings in Dursley, Gloucestershire (minimum of once a month)

Area	Duties
Partnership working with commissioners	Work with Business Development Managers to identify and engage with emerging market opportunities.
	Work with commissioners, alongside KCA Business Development Managers and administrators to: <ul style="list-style-type: none"> • Develop proposals that identify customer objectives, theory of change and key performance indicators (KPI's) and provide detail of co-created learning journeys that meet customer's needs. • Develop implementation plans for delivery of agreed learning journeys • Review contract delivery
	Provide identified point of contact for commissioners on assigned partnerships alongside KCA administrator.
Content and resources	Develop new content as required, including: training and e-learning materials, promotional flyers/copy for registration forms, articles and website blogs.
	Work with Training Director to develop and update publications and resources to support learning journeys.
	Identify and share (with wider Team) new and emerging research and theories relevant to KCA work and summarise in articles/incorporate into content where relevant.
Training/consultancy delivery	Deliver a minimum of 140 events a year (based on an average of 3 events a week for 47 weeks) including webinars, web tutorials, pre-recorded video content and face to face workshops.
	Work with administrators to ensure that content, resources, handouts and evaluation forms are in place for each event.

Quality assurance and evaluation	Maintain oversight of evaluative feedback and liaise with Training Director and Managing Director as required in order to respond to feedback where required.
	Utilise evaluation feedback to inform training content/delivery development and KCA promotional activity (via website and social media).
	Work with commissioners to develop case studies following the delivery and / or completion of learning journeys.
KCA Business Development	Attend relevant KCA meetings and development forums (virtually and face to face) to inform and contribute to ongoing development of KCA business.

Person specification:

Warm and engaging personality	Essential
Knowledge of the research and theory underpinning attachment, trauma and resilience	Essential
Effective team working skills as well as motivation and diligence to work independently	Essential
Experience and skills in delivering inspiring training in a range of formats	Essential
Experience in creating training content and supporting resources reflecting the needs of commissioners and/or participants	Essential
Able to be flexible and responsive to needs of different sectors in order to ensure content is relevant and engaging	Essential
Motivated by a desire to improve outcomes for vulnerable children, young people and families	Essential
Ability to engage and form relationships with stakeholders, across a range of sectors, at all levels: colleagues, commissioners, frontline practitioners and partner agencies	Essential
Excellent project planning and organisational skills	Essential
At least five years experience in relevant sector(s): education, early years, social work, child psychology, health or criminal justice	Essential
Strong communication skills, spoken and written	Essential
Competence in using basic office software: text documents, spreadsheets, presentations, internet browser and email	Essential
Degree in relevant subject	Essential
Ability to travel across the UK with some occasional overnight stays when required	Essential
Relevant professional qualification	Desirable

Consultancy skills and experience	Desirable
Experience of delivering virtual training on online platforms	Desirable
Experience of writing for publication	Desirable