



JOB DESCRIPTION

Job Title:	Training Manager WHAG Community Interest Company -Trading as UP.
Reports to:	UP Development Manger
Location	All UP Projects (Travel required)
Responsible for	Delivery and Development op UP training programmes
Date Reviewed	April 18

Up was established in 2015 and is working to develop and establish businesses. This post is the lead role with UP CIC. Funding has been agreed for 12 months and there are a number of other income streams in development

UP and the work we do

UP is an innovative social enterprise delivering Healthy relationship training to employers and designing school courses to assist in the delivery of healthy relationship training.

Each year millions of women and men are affected by domestic abuse and homelessness. UP is a CIC formed to support the charitable work of WHAG a leading charity working in Rochdale, Bury and Cheshire West and Chester providing Domestic abuse support to women and men and their families and homelessness support to women.

Overall Aim

To develop and deliver a portfolio of training programmes and materials, while expanding the capacity and resource to extent the geographical reach.



Job Description

The list does not cover the full scope of tasks and responsibilities of the Training Manager but illustrates some of the areas of emphasis for this post

Key Objectives

- Develop, pilot and deliver training programmes (face to face and online)
- Work with stakeholders to tailor programmes to their own specification and deliver accordingly.
- Develop a team of associate trainers that can build capacity and support geographical and sector growth.
- Achieve and maintain pre-defined and emerging quality standards and accreditations
- Continuously seek to develop and improve all training programmes materials.
- Lead on the monitoring and evaluation of the social impact and value of training programmes.
- Seek to develop licence arrangements for external organisations to deliver programmes.
- Develop a robust system for the continuous performance management of all associated trainers and licenced organisations.
- Manage costs for all programmes, productions, and publications in order to report to organisation executives regarding a return on investment
- Lead on the development of new online training programme(s) activities.
- Deputise for the Social Enterprise Manager in their absence.
- Commitment to the continuous professional development
- Maintain understanding of new educational and training techniques and methods

Principal Accountabilities

1. Support the development and pilot of new training products and services, to further the aims and objectives of the Social Enterprise.
2. Proactively seek new partnerships whilst nurturing existing partnerships and relationships.
3. Work with WHAG (Charity) to ensure the best use of CIC limited resources.
4. Ensure professional, positive and relevant marketing and communication is carried out, showcasing the UP training packages.



5. Support the monitoring and evaluation of the effectiveness, financial sustainability and impact of the training products and services.
6. Deputise for the UP Manager at events where required.
7. To work at times other than office hours to attend meetings, participate in networks, fundraising events and ensuring that the service is accessible.

Person Specification

Essential

You have a keen interest in profit for social purpose enterprise
You can demonstrate a commitment to performance training and development.

Skills & Abilities

- Action Learning
- Building, develop and monitoring e learning programmes
- Performance monitoring and evaluation
- Delivery of a development programme within a community, Corporate and Third Sector setting.
- Excellent communication skills (verbal and written)
- You are organised and thorough in administrative matters including record keeping
- Ability to work with current Microsoft software and CRM systems

Knowledge & Experience

- You have experience of working in a small team and be a self starter.

OTHER • Positive enhanced disclosure • Car driver and owner • Ability to work some evenings and weekends as required from time to time

Other information

This post involves travelling across the North West and may involve more travelling as UP grows



PRINCIPAL TERMS AND CONDITIONS	
Salary:	Salary £22,000 Salary will be reviewed annually alongside performance review and increased if targets met
Hours Per Week:	37 with flexi time
Base	Head office (Rochdale)with travel across the NW
Additional Requirements	Car user
Annual Leave:	23 days per annum + 8 Bank Holidays pro rata
Pension:	UP operates an auto enrolment pension plan, which all employees are enrolled after 3 month probation period via NEST. UP contribute to this pension in line with legislation.