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**Job Description**

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| **Role** | Training Manager |
| **Responsible to** | Director of Operations |
| **Department** | Training Department |

**1. Main objectives of the post**

1.1 To manage the development and delivery of a range of epilepsy training opportunities to those living with epilepsy or those who support them, including Epilepsy Scotland staff.

* 1. To provide a consistently high standard of external training to Epilepsy Scotland’s client base as well as generating new business opportunities.

**2. Accountability**

2.1 To the Director of Operations on a day-to-day basis and ultimately through the Chief Executive to the Board of Directors.

2.2 Ensuring all aspects of the role are delivered with minimal supervision.

**3. Principal Duties**

**Training**

3.1 Coordinating, monitoring and delivering Epilepsy Scotland training courses, face-to-face and online to external organisations and to Epilepsy Scotland staff.

3.2 Providing professional expertise and knowledge in the field of epilepsy.

3.3 Maintaining up to date knowledge of developments within the field of epilepsy.

3.4 Identifying training opportunities and developing appropriate training packages.

3.5 Delivering training and information sessions on epilepsy awareness, internally and externally.

3.6 Developing and providing webinars and podcasts.

3.7 Developing and delivering bespoke content tailored to the client’s needs.

3.8 Ensure content, structure and design of training courses is current and relevant.

3.9 Deliver internal training to ensure statutory requirements are met

**Line Management**

3.10 Providing effective line management to operational training team

3.11 Providing effective support to staff either face-to-face or remotely

**Funding**

3.12 Providing information to support funding applications.

3.13 Assisting in the preparation of the annual training budget.

**General**

3.14 Preparing relevant reports and papers.

3.15 Developing effective working relationships with external agencies as required.

3.16 Safeguarding confidential information.

3.17 Attending evening and weekends events as required.

3.18 Participating in the organisation’s Annual Appraisal and regular Support and Supervision processes.

**Health and Safety**

3.19 Ensuring high standards of health and safety are maintained by adhering to the organisation’s Health & Safety policy at all times.

**Other**

3.20 Any other relevant duties as required.

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**Training Manager**

**Person Specification**

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| **Personal Attributes** | **Essential** | **Desirable** |
| Qualifications  * Medical qualification, for example, nursing including a specialist knowledge of epilepsy and it’s management * Educated to diploma or degree level or ability to demonstrate equivalent skills through ongoing professional/personal development | \* | \* |
| **Experience**   * Knowledge and experience of training * Extensive experience of managing teams * Proven track record in working on own initiative and as part of a team * Practical experience of working within budgets and meeting targets * Relevant experience of working in the voluntary sector * Practical experience of partnership working | \*  \*  \*  \* | \*  \* |
| Knowledge  * Working knowledge of the social model of health * Sound understanding of health inequalities, diversity and equality * Detailed knowledge of the impact of stigma and discrimination | \*  \*  \* |  |
| Skills & Qualities  * Ability to research, develop and create new training resources * Effective I.T. skills including use of Outlook, Word and PowerPoint. * Good working knowledge of spreadsheets and databases (including Excel and Access) * Ability to work in partnership with people affected by epilepsy * Ability to motivate and enthuse others * Excellent communication skills * Strongly developed negotiating and influencing skills * Excellent research and analytical skills * Ability to interact well with the public and people affected by epilepsy | \*  \*  \*  \*  \*  \*  \*  \*  \* |  |
| Other  * Ability to work to clear deadlines * Ability to organise and prioritise workload * Ability to delegate in a clear manner | \*  \*  \* |  |