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**Job Description**

**Job Title:** Training Development Manager

**Location:** Newcastle and Gateshead

**Job type:** Employed or self-employed and full time or part time considered. This will be a hybrid role with a minimum 3 days office based plus the option for a proportion of home working. Some travel is anticipated with car ownership being useful but not essential.

**Remuneration:** £30,000 to £38,000 per annum depending on experience

**Terms:** 30 days annual leave pro rata and starting 6% employer pension contribution

**Application deadline:** 12 noon on Monday, September 23, 2024

**Interviews:** Week commencing September 30, 2024

**About Equal Arts**

Equal Arts is a registered charity specialising in delivering high quality creative opportunities for people 55+ and those living with dementia. Our creative programme aims to improve wellbeing and reduce loneliness. We support people living independently as well as those living in care are and supported living.

We champion creative ageing and its benefits to improve the quality of care provided to older people and aim to create lasting change, developing community, age-friendly relationships and encouraging social inclusion. Our programmes of work ensure older people are included and valued in society and have the opportunities to age well.

**Purpose of the role**

The purpose of this role is to expand Equal Arts' training programmes, embedding a wider understanding of the value of creativity in healthy ageing, and the importance of imagination in dementia care whilst ensuring the commercial viability of a high quality and innovative training prospectus.

**Job Summary**

We are seeking an experienced and committed trainer to design, deliver, and manage training programmes for care staff, artists and the wider creative ageing and dementia-friendly sector. The ideal candidate will have a strong background in delivering training with a vision of designing new modules creating an attractive and commercially viable Training Prospectus. The ambition is to create a training suite that can be marketed and scaled reaching a national market. The ideal candidate will have an interest in creativity, dementia care and increasing the knowledge across society in addressing an ageing well agenda.

**Main Responsibilities**

**Training Delivery**

Oversee and deliver scheduled training commitments using existing modules to include face-to-face and online formats with dementia care home staff, participatory creative facilitators, healthcare professionals, and culture sector staff.

**Training Content Development and Sector Research**

* Gain an understanding of the creative ageing sector and develop modules in addition to Equal Arts’ existing Dementia & Imagination offer, addressing new ideas, wider organisational programme development, sector gaps and growth opportunities
* Develop new training modules contributing to a prospectus which understands the learning requirements of a varied target market
* Ensure that training builds on Equal Arts Dementia & Imagination model whilst encompassing Relationship Centred Care and the role and opportunities of creativity in ageing well
* Maximise the opportunities provided by e-learning in learner engagement, reach and commercial revenue opportunities.

**Financial Management and Sales**

* Manage and report on existing financial commitments of training and sales of service
* Work with the staff on budget forecasting ensuring a growth trajectory
* Develop resources and programmes which take advantages of stakeholder sector growth regionally and nationally.

**Marketing and Communications**

* Work with the Operations and Communications Manager to create an attractive marketing and communications plan which builds on house style and organisational plans whilst addressing the gaps, needs, market segmentation and growth plans.

**Team Leadership and Development**

* Oversee the development and growth of training facilitators regionally and nationally to meet demand and increase the skills in the sector
* To diversify the scope of training and ensure its continued appeal and relevance to a range of stakeholders
* To work alongside the management team and other programme managers.

**Customer, Partnership and Stakeholder Engagement**

* Liaise with customers, partners and stakeholders encouraging uptake of creative ageing training and maintaining good relationships and return bookings
* Deliver presentations and workshops at roundtables, events and conferences promoting Equal Arts programmes, innovations and training opportunities
* Prepare and review Agreements with customers and partner organisations.

**Monitoring Evaluation and Quality Assurance**

* Implement and improve monitoring, reporting and evaluation processes ensuring quality standards
* Develop accredited training and monitoring processes as required
* Report to line manager and trustees as required.

**General responsibilities**

* Operate within the organisation’s line management and reporting processes
* Abide by the organisation’s policies and codes of conduct, and work within equal opportunities, intersectionality, and anti-discriminatory practices
* Attend and contribute to organisational team meetings as well as public facing events coordinated by colleagues
* Share information with colleagues keeping them informed of partner, networks and sector information
* Undertake all activities within the ethos and aims of the organisation with a commitment to excellence and quality standards
* Perform any other duties associated with the role as requested by the line manager or other appropriate person.

**Person Specification**

Selection criteria are the skills, abilities, knowledge and experience required to carry out the role

**Skills and experience**

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| Experience of delivering in person training which is impactful and enjoyable demonstrating a confidence to work with and support the learning needs of differing stakeholders. | Essential |
| Have an understanding of the training sector in relation to skills development support from local authority, combined authority, health and NHS or other financial income and grants from charitable trusts and other sources. | Essential |
| A clear vision in relation to design and layout to ensure customer appeal and a pleasurable customer journey. | Essential |
| Strong verbal and presentation skills and ability to relate with a variety of individual and organisational stakeholders. | Essential |
| High proficiency in IT and use of Microsoft, Excel, Teams etc as well as a strong understanding of social media and maximising e-learning opportunities. | Essential |
| Ability to pitch ideas and be persuasive in relation to encouraging both individual and organisational uptake of training services. | Essential |
| An understanding of marketing, segmentation and customer reach in relation to disseminating a learner offer using traditional and digital platforms. | Essential |
| Ability to monitor and improve internal monitoring and reporting to inform a continuous service improvement. | Essential |
| Ability to produce reports and other monitoring materials as required for both internal and external use. | Essential |
| Proven ability to work well within a small team with a commitment to an organisational ethos. | Essential |
| Demonstrable experience of developing course modules and an overarching vision in building a coherent suite of training and a comprehensive prospectus. | Desirable |
| Demonstrable experience in devising e-learning content which is attractive and varied in meeting differing learning types. | Desirable |
| A strong knowledge of business modelling, planning and financial management in relation to developing and delivering a training prospectus which is financially viable. | Desirable |
| An understanding of the importance of creative ageing and the positive impact for older people including those living with dementia. | Desirable |
| An understanding of stereotypes and societies prejudices in relation to older people and those living with dementia and the importance of changing societal norms. | Desirable |
| An understanding of the creative ageing sector including individual practitioners, cultural providers, adult social care, health, housing, educational and community services. | Desirable |

If you would like to find out more about the role please contact hannah@equalarts.org.uk or call 0191 261 1619.