Job description

Training Coordinator – Internal Quality Assurance

|  |  |
| --- | --- |
| Salary | £30,082 (subject to 4% pay rise in April 2024) pro rata, fixed term until December 2024, with possible extension dependent on funding  |
| Contract | FIXED TERM |
| Responsible to | Social Forestry and Wellbeing Manager  |
| Responsible for | Managing Internal Quality Assurance of Agored accredited programmes in the sectors of Health and Wellbeing and Woodlands and Nature   |
| Based at | HOME / MACHYNLLETH |

## Job purpose

|  |
| --- |
| To lead on Internal Quality Assurance (IQA) and manage high quality Agored accredited training for Coed Lleol / Small Woods, with a focus on the provision for participants as part of the Outdoor Health programmes  To manage IQA for external partnerships on courses related to Health and Wellbeing and woodlands  To advise on the training of staff, leaders and partner organisations to ensure high-quality woodland health and wellbeing activities can be delivered through our programmes.  To oversee a training development working group i.e. Wellbeing in Nature (WIN), collaborating with internal and external partners to ensure stakeholder collaboration in progressing the field of wellbeing in nature, woodland skills and social forestry education.   To oversee the team in the integration of the Learning Management System with the Coed Lleol-Small Woods programme of courses – see [www.//lms.smallwoods.org.uk](http://www.//lms.smallwoods.org.uk)**Main Duties and Responsibilities:**  Lead Training Team in all areas relating to Internal Quality Assurance (IQA) including: pre-course paperwork, practical observations, IQA of assessment decisions and organising certificates, etc  lLine manage Training and Assessment Officer Co-lead on tutor and assessor induction and on-going support and advise with assessment, providing developmental feedback.  Oversee monitoring of Agored Cymru accredited courses and develop a timetable for observations, sampling and an annual standardisation meeting.   Manage IQA and partnership agreements with stakeholders Organise standardisation event once a year to ensure accuracy and consistency of assessment decisions.  Manage external quality assurance requirements.  Ensuring record keeping is comprehensive and up to date  Contribute to the development and review of the organisation’s teaching, learning and assessment tools, policies and procedures.  Convene a wider network of stakeholders with a shared interest in progressing the field of woodland and Social Forestry education, to develop new courses. Support the team with developing new LMS courses, including communicating with the LMS developer. Manage a project budget, time sheets, and other administration related to this area of work.  Provide advice on training activities and courses for woodland and health professionals. Provide regular reports on this work for funders and the Coed Lleol Advisory Group. Keep up-to-date with relevant training opportunities in the sector, developing ideas for the future. Support with developing and assessing new income streams for training.  Carry out any other similar duties as can reasonably be required of the post.  |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience | Experience of Internal Quality Assurance work for Agored, AIM (OCN) or equivalent.  Experience of working on adult education qualifications and managing and moderating accredited learning.     Experience of developing training and learning programmes for adult learners, including curriculum development, training delivery, and reflective professional practice.   | Previous experience of working in the environment, health, or community development sectors.    Practical experience of working in externally-funded social projects (i.e. understanding of project delivery in practice); consultations, events & activities, ideally those involving outdoor activities.   |
| Knowledge | Good knowledge of training and learning sector in woodlands and/or health and wellbeing.   Demonstrated knowledge about and enthusiasm for woodlands as sites for social engagement and health/wellbeing.   | Knowledge of key contacts in the training sector.   Prior knowledge of social forestry and wellbeing in nature projects.    Basic knowledge of woodland management or at least a willingness to learn.   |
| Skills and abilities | Excellent interpersonal and networking skills.   Excellent communicator, written and verbal, to a wide range of audiences.  Excellent with IT, a good working knowledge of Microsoft Word, Excel and email systems.  Availability to travel for work flexibly depending on work requirements.   Previous experience of managing own office administration systems.   | Proven track record of successful engagement in the training sector as well as with colleagues, communities, and other stakeholders such as funders.    Experience of using IT to collect data and conduct data analysis.    Welsh speaker or willing to learn the language.    Current driving licence and own car insured for work use.   |
| Qualifications | A relevant degree and/or professional qualification.   | First Aid at Work qualification.  |
| Personal qualities | Motivated, confident, committed individual.   Team player, able to lead, inspire & motivate others.   Able to work on own initiative with minimum supervision.    | Understanding of and commitment to the principles of sustainability and inclusion.  |

Closing date: 9am, Wednesday 20th March 2024