
Job Title	Short Course Trainer
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Post Holder	
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Accountable To	Business Skills Manager
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Responsible For	Delivery of short course provision relevant to occupational expertise
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Department	Business Development Unit (BDU)
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Overall Purpose of Job
To develop and deliver effective training to customers as identified by the Business Skills Manager. To assist in marketing provision through effective engagement with new and existing customers.

Main Duties and Responsibilities
<ul style="list-style-type: none">• To deliver short courses relevant to occupational expertise• To provide feedback to Business Skills Manager on outcome of training sessions• To facilitate learning and support customers to ensure a positive experience and where required successful outcomes.• To contribute to the general delivery and outputs of Borders College as defined within the Development Plan of the BDU

Quality Management

- To comply with Borders College Systems for Quality - ensuring that clients, learners and staff needs are met
- To comply with the Awarding Body Systems for Quality
- To offer support and guidance to candidates
- To report candidate progress to the Business Skills Manager timeously

Customer Service

- To meet and exceed customer expectations delivering a high quality, efficient service that is valued by the customer
- To operate within the agreed Borders College Contractual guidelines for delivery of all services and training

Programme/Product Development

- To assist in the development of Short Course Provision within occupational expertise
- To assist in customising the Short Course Provision to suit customer needs

Equal Opportunities

- To ensure that the Borders College Equal Opportunities system is adhered to in all areas of delivery

Health & Safety

- To ensure that there is a safe and healthy environment for all candidates, staff and visitors and adhere to the specific systems which are in place.

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Qualifications and experience in the relevant training sector	E
Qualifications and/or experience in the Hospitality Sector	E
Teaching or Training Qualification	D
Assessor and/or Verifier Award (A1/V1 or D32/33/34)	D
Driving Licence and access to a car	E

KNOWLEDGE	Essential or Desirable
Ability to present information to groups in an organised, effective and professional manner	E
Ability to use relevant occupational equipment as required	E
Ability to use media equipment (e.g. Smartboard) and software	E
Ability to communicate effectively at all levels – written and verbal	E

EXPERIENCE	Essential or Desirable
Background and experience working in the relevant sector	E

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Self-motivating and flexible	E
Positive and enthusiastic	E
Reliable	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Good organisational skills	E