BORDERS COLLEGE
JOB DESCRIPTION

Job Title	**Training Coordinator**

Post Holder	**Vacant**

Accountable To	**Account Manager** **Commercial Short Courses and VQ Delivery**

Responsible For	**Responsibility for supervision and support of a team of Tutor/ Assessors, short course trainers and liaison officers**

Department	**Department of Enterprise and Business Innovation (DEBI**

Overall Purpose of Job

- To Supervise and support the staff within the vocational and short/commercial course delivery team

Main Duties and Responsibilities

- To provide direct support and supervision to the team
- To monitor the performance of staff and carry out reviews
- To oversee delivery of SVQ's and commercial short courses and identify opportunities for development
- To plan and lead meetings for example: standardisation and moderation meetings
- To coordinate the internal and external verification process
- To work with managers to ensure that targets are achieved
- To act as mentor for new staff joining the team
- To be involved with the assessment and verification of candidates as required
- To ensure staff comply with reporting of candidates progress
- To share knowledge and best practice with other members of the team
- Develop new business
- To market and promote provision of the DEBI to new and existing customers
- To manage enquiries, provide information on funding and allocate work as required to team

Quality Management

- To comply with internal systems for quality including Internal Verification, audits, approvals
- To comply with external systems for quality including external verification, audits

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Customer Service

- To work to the principles of customer services (world Host) through the delivery of high quality, efficient service
- To meet Borders College contractual obligations for delivery of all services and training to customers

Programme/ Product Development

- To assist in the development of Scottish Vocational Qualifications and commercial/short course delivery resources
- To ensure the programme of delivery meets the needs of the customer

Equal Opportunities

- To ensure that Borders College Equal opportunities policy and procedures are adhered to

Health & Safety

- To ensure safe and health environments for all candidates, staff and visitors
- To adhere with Borders College's health and safety policies, procedures and systems
- To work autonomously - lone working

Finance

- To meet agreed targets and milestones as identified by line manager
- To report on financial targets monthly as required by funders

Other Accountabilities

- To maintain high quality continuous professional development activities within area of expertise
- To maintain accurate, up to date CPD records
- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students
- To support the work of the college in terms of recruitment
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	**Essential or Desirable**
Relevant qualification at SCQF level 7 or above	Essential
Relevant qualification in management	Desirable
L&D9Di & L&D11 (or equivalent)	Essential

KNOWLEDGE	**Essential or Desirable**
Good working knowledge of SVQ delivery in Care and Childcare	Essential
Sound knowledge of assessment strategy for care and childcare	Essential
ICT skills (Microsoft word, Excel, outlook)	Essential

EXPERIENCE	**Essential or Desirable**
Substantial experience of working in Care or Childcare Sector	Essential
Proven track record of team working	Desirable
Experience of working independently	Desirable

INTERPERSONAL SKILLS AND ABILITIES	**Essential or Desirable**
Ability to impact knowledge to other effectively	Essential
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Ability to communicate with others in a variety of formats	Essential

OTHER ABILITIES/QUALITIES	**Essential or Desirable**
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to travel	Essential
Self-motivated and flexible	Essential
Reliable	Essential
Good organisational skills	Essential
Enthusiastic	Essential
Ability to market and promote provision	Essential

ATTITUDES AND BELIEFS	**Essential or Desirable**
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	**Essential or Desirable**
The ability to be flexible and provide support to other team members	Essential