

Women's Resource and Development Agency

Job Description

Title: Training Development Co-ordinator

Location: 6 Mount Charles, Belfast BT7 1NZ

Hours: 35 per week

Salary: NJC Scale pt 29-31 (£25,951)

Responsible to: Management Committee via line-manager

Job Purpose: The post-holder will work closely with their Line-manager to ensure the training and the delivery of the Community Facilitator qualification, the development of existing and new training programmes and the setting up & maintenance of a CF Network.

Main Duties:

Responsible for the management & implementation of accreditation regulations, administrative & procedural processes required by Open College Network NI-OCNNI.

Ensuring compliance of accreditation requirements of the Awarding Organisations-AO.

Design and development of appropriate training programmes and projects that address inequalities and need for women in disadvantaged & rural communities.

Amend and revise current programmes as necessary in order to adapt to accreditation requirements of Awarding organisation-AO.

Expand training & development programmes both accredited & non-accredited based on the needs of WRDA and individual learners.

Responsible for registration of learners through to certification.

Liaise with Trainers, internal & external verifiers to ensure adherence of accreditation process and good practice

Identify and recruit women to participate in WRDA Community Facilitators Programme.

Assess the competence and skills of candidates necessary to complete the training programme.

Organise training venues, logistics, transport and accommodation as required to achieve efficient training attendance and delivery within agreed budgets.

Develop and deliver training materials and programmes necessary to meet training needs or manage this activity via external provider(s).

Co-ordinate, monitor and evaluate training delivery to ensure quality assurance standards are met.

To work with other WRDA staff to ensure the implementation of WRDA's Strategic plan.

Network with women's groups, community groups, voluntary and community organisations to promote WRDA's training programmes.

Work closely with Training and Development Programme Worker to identify and match appropriate Community Facilitators to organisations.

Plan and manage resources according to agreed targets, budgets and timescales.

Monitor and report on activities/targets according to WRDA systems and requirements.

Prepare work reports and attend supervision and support sessions as required.

Undertake such other reasonable duties as WRDA may from time to time require.