

## **Responsible to**

The Training Manager/ Training Director.

## **Job Purpose**

To provide clinical nurse training and mandatory training on an array of topics on behalf of Staff Nursing/Staff Training.

To assist the training department to grow and expand our reach through the development and provision of exceptional training.

## **Main Duties and Responsibilities**

### **Reputation, Sales & Marketing**

To uphold the values & philosophy of Staff Nursing Ltd & Staff Training.

To maintain excellent relationships with clients and promote the organisation.

To seek out opportunities to upsell training or identify additional training through your interactions with delegates and clients.

To use positive client relationships to generate additional business when occasions arise and use intelligence about clients to discuss future training opportunities.

To identify opportunities with clients to market additional products and services such as workbooks, written policies, audit templates etc.

To coordinate with training management & administrative team to promote sales campaigns, new courses and products.

### **Training Delivery**

To deliver training courses on a range of topics within the scope of the employees' knowledge and skills and competencies.

To use & operate associated computing devices, training equipment and technology that facilitate the smooth running of sessions.

To complete relevant training records to support session delivery including sign in sheets, Covid-19 screening forms, evaluations and course supporting documents.

To complete associated pre-session tasks such as preparing printed materials, room set-up, preparing equipment and task materials.

To complete associated post-session tasks such as marking assessments, completing reports, tidying training spaces, and cleaning training equipment used in the session.

To communicate effectively throughout engagement with delegates, clients, and staff with particular regard for individual communication support needs of learners within a session.

To ensure all training equipment is used safely and maintained with regard for the value of such resources.

To consider best practice teaching methods and utilise appropriate techniques to maximise the benefits for learners.

To ensure that content is continually presented in a creative manner and that delivery is refreshed for returning learners.

## **Course development**

To support the training manager to create course materials and resources and develop existing sessions.

To identify courses discussed by clients or learners that fall outside the organisation course list and communicate this to the team.

To assist in the creation of additional courses under supervision of the training manager.

To share all teaching activities, resources, tasks, and assessments developed or generated during the course of employment with the wider training team and training management.

To assist in the preparation of courses for accreditation by external bodies.

To ensure all teaching elements remain in line with current evidence-based practice and report any occasions where this is no longer the case.

## **General duties**

To create a learning environment that is safe, effective, and inclusive for all attendees.

To abide by all applicable Staff Nursing Ltd & Staff Training policies and procedures.

To liaise with training administrative staff to ensure training sessions run smoothly.

To provide technical information regarding course content or teaching methods to clients and delegates as required.

To operate any IT or software as required for the role such as learning management software (LMS), Microsoft office applications or internet.

To report any issues arising during any training session to the training manager.

To report any faults or issues with equipment and low stock levels of consumables.

To assist with audit of equipment, processes and consumable stock as required.

To be flexible in response to the needs of clients including last minute changes where reasonable.

To be reflexive to the needs of the training division.

To attend team meetings and other organisational events as required.

To strive to work in a fashion that promotes cost saving, resource efficiency, and environmental consciousness.

## **Training & Development**

To be aware of changes in legislation, perform subject research & arrange/attend appropriate update courses as required.

To ensure all mandatory training is up to date, as necessary.

To carry out relevant training/learning to respond to changes in training session content as required by the organisation.