

## **Disabled Living Foundation**

### **Job Description**

Title: Training Executive

Department: Training

Responsible to: Head of Training

Hours of Work: 35 hours per week

#### **Primary purpose:**

The organisation has a reputation for high quality training to meet Continuing Professional Development needs of staff in the health and social care sector and in the equipment industry. The purpose of this post is to continue to deliver and further develop DLF branded training including delivery of the “Trusted Assessor” training. The post holder will also fully exploit the opportunities arising from the Transforming Community Equipment Services Project.

#### **Main tasks and responsibilities**

1. To take a lead in the delivery and development of training for DLF’s commercial partners.
2. Accredited Training
  - a. To contribute to the development and delivery of the Accredited Trusted Assessor training programme.
  - b. To assist with assessing and supervising the students/learners on the Accredited Course.
  - c. To assist with the Quality Assurance processes for the Accredited Training.

3. To contribute to achieving DLF financial targets by working closely with the Marketing department and using networking, speaking and other opportunities to increase take up of courses.
4. To assist with delivery and development of In-house DLF training. Including: Equipment Awareness days, Telecare, basic moving and handling, and Trusted Assessor Training as currently delivered.
5. To contribute to the planning and development of the Equipment Demonstration Centre as a demonstrator site within the Transforming Community Equipment project.
6. Liaison with Commercial Partners and Local Authorities and other potential commissioners to promote and negotiate training and to expand DLF's Training portfolio courses.
7. To contribute to the planning and content of the Annual Course Programme.
8. To assist with the induction and on-going training of DLF staff and volunteers.
9. To maintain professional competence to standards required for continued registration of Health Professions Council.
10. Maintaining current awareness of policy and practice issues in Disability, Social Care, Education and Assistive Technology.
11. To ensure the policies of DLF and Training department are adhered to, particularly Equal Opportunities and Health and Safety.
12. Any other tasks commensurate with the general level of responsibility of the post as requested by the Head of Training or the Chief Executive.

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### **Person Specification**

#### Essential

1. Diploma or degree in Occupational Therapy or physiotherapy and clinical skills to a senior level.
2. Experience of piloting and developing training programmes.
3. Experience of training of staff in social or healthcare setting (Ideally in field of community equipment.)
4. Experience of work in the community.
5. Ability to communicate effectively verbally and in writing.
6. Ability to work under pressure.
7. Willingness and ability to work as a team.
8. Flexible approach to work.
9. Ability to use initiative.
10. Willingness to develop skills in training and education.
11. Willingness to travel, when necessary, to deliver training.
12. Motivation to help us achieve our mission statement.
13. Tact and Diplomacy