Training and Development Officer (Independent Living)

Job title: Training and Development Officer (Independent Living)
Job type: Fixed term contract until March 31st 2024
Responsible to: CEO & Deputy CEO
Working hours: Part-time (27 core hours per week, average 33 hours per week across the project due to evening and weekend work delivering training sessions)
Salary: £27,200 p/a (pro-rata at 37.5 hour week for 30 weeks)
Base: Homeworking (all training delivered online)
Jobsharing: This role is open to a job-share between two candidates. If you wish to apply for a job-share, please indicate this in your cover letter, alongside which of these roles you are applying for, or whether you would be open to either
PA Employer Training and Development Lead: 12.5 core hours per week, average 14 hours per week across the project due to evening and weekend work delivering training sessions
PA Training and Development Lead: 14.5 core hours per week, average 18.5 hours per week across the project due to evening and weekend work delivering training sessions

About Pathfinders

Pathfinders Neuromuscular Alliance is a user-led charity which promotes choice, control and quality of life for teenagers and adults with muscle-weakening conditions. Pathfinders aims to enable teenagers and adults with muscle-weakening conditions to access the support they need in order to maintain good health, become independent, and access social and work opportunities whilst contributing to their communities. Pathfinders aims to enable teenagers and adults with muscle-weakening conditions to access the support they need in order to maintain good health, become independent, and access social and work opportunities whilst contributing to their communities.

Job description

We are recruiting for someone to design and deliver independent living training to disabled people who employ their own care teams, and to PAs/carers for disabled people, based on existing content. We have developed two ground-breaking video-based training courses, one training PAs and carers, and the other training disabled people who employ their own PAs and carers. Both are focused on people with muscle-weakening conditions, but are relevant for communities beyond that.

You will utilise these training videos to design, market, deliver, and evaluate live, online training programmes for disabled people who employ PAs, and for PAs themselves. You will need to adapt the training you design to appeal to a range of different audiences, creating a high-quality experience for attendees. Many of these online courses will require evening and weekend work to deliver.

The content of the modules for employers is: *Taking Charge of Your Care; Advertising and Hiring with High Support Needs; Managing and Structuring a Team of 24 Hour Carers; Maintaining your Autonomy and Independence; Safe Conflict and Difficult Conversations; and Preparing for Change*. [These can be viewed here (link)](link).

The content of the modules for PAs covers: *Introduction to Neuromuscular Conditions; Independence and the Social Model of Disability; Neuromuscular Conditions and Common Emergencies; Common Equipment Used by People with Neuromuscular Conditions; Ventilation; Posture, Skin and Positioning; Swallowing and Nutrition; Physiotherapy and Exercise; Working in Someone's Home and Workplace; Supporting Disabled People as Parents; Respect, Intimacy and Personal Care; Supporting People with Sex and Relationships; and Supporting People With Their Emotional Health*. These can be viewed here (link).

Person specification

You should be a highly organised self-starter, as you will be managing recruitment and enrollment for multiple modes of training delivery to multiple cohorts simultaneously. You should also be a confident and engaging communicator, able to run training, speak to multiple audiences and stakeholders. You will be responsible for this project end-to-end, including relationships with funders and partners, engagement targets, and feedback.

You should have experience of designing and delivering training for groups; excellent knowledge of the health and social care system, including care funding, direct payments, and types of managed accounts; experience managing complex projects with tight deadlines, reporting engagement and production metrics to funders; and experience marketing programmes and creating content for social media.

We are particularly interested in employing people with lived experience of a muscle-weakening condition, specifically adults, but also siblings, parents, and carers. We are also interested in people with lived experience of high physical care and support needs who have other underlying conditions. You must embody the values of Pathfinders: enabling and encouraging independence; being led by the people we support; roots in the social model of disability, and valuing the importance of sharing lived experience.

Roles and main responsibilities

- Scheduling and planning training delivery against the targets in our application, ensuring that you are delivering the programmes agreed with our funder
- Creating marketing materials and working with our partners to market the training and ensure good uptake of all training modules
- Utilising the existing videos to develop training materials for each session, ensuring that the sessions are unique, different, engaging and interactive, tailored to the audience attending each session
- Delivering high-quality, engaging online training to the PAs and employers taking these training modules
- Creating a process for capturing feedback from each cycle of training delivery to inform the next cycle

Application

To apply, please info@pathfindersalliance.org.uk. You should send a copy of your CV and a cover letter demonstrating how you meet the person specification and are able to carry out the role and main responsibilities. The deadline for applications is midnight 29th August.

Interview tasks will be sent to candidates selected for interview on the 30th August, with interviews taking place on the 13th September. The start date will be 25th September.