



TRAINING MANAGER JOB DESCRIPTION AND JOB SPECIFICATION

JOB TITLE: Training Manager
REPORTS TO: Owner/Franchisee

SUMMARY OF POST: To manage, deliver, co-ordinate, monitor and plan training programmes for all staff, including care workers, supervisors and office staff. The training manager is also responsible for the identification of training needs for all staff and for care workers, in conjunction with the field care supervisors

JOB DESCRIPTION:

1. Maintain up to date knowledge of legislation surrounding the training requirements of the care industry
2. Disseminate any new requirements to all staff
3. Maintain own personal development with regard to training and industry requirements
4. Deliver appropriate training programmes in accordance with legislation and current industry guidelines
5. Develop and maintain up to date training plans for all staff groups
6. Actively identify training needs amongst all staff groups and plan training accordingly
7. Ensure that targets are set, maintained and met in accordance with current legislation
8. Monitor staff through training programmes, ensuring that personal and organisational targets are being met
9. Source funding streams for training
10. Monitor the use of appropriate funding, reporting results to the franchisee/care manager regularly
11. Maintain up to date records of all training delivered in personal files
12. Maintain up to date electronic records of all training
13. Develop, maintain and update office training plans in accordance with the requirements of the National Minimum Standards

JOB SPECIFICATION:

Essential

Previous experience in the care industry
Experience of planning and delivering training programmes



Desirable

Knowledge of legislation in relation to training requirements pertinent to the care industry

Previous budget management experience

Experience of sourcing funding streams for training

Manual handling trainer's certificate or willingness to obtain this

Key Competencies

1. To be able to plan, organise and deliver appropriate training to all staff groups
2. To be able to communicate training requirements to all staff
3. To understand and implement legislation and regulations relevant to the care industry
4. To be able to allocate, monitor and control financial resources for training in conjunction with line manager
5. To be able to create and maintain effective recording and monitoring systems
6. To be able to deliver induction and orientation programmes, and to identify and provide for on-going training needs
7. To be able to establish and maintain effective working relationships with all employees and external training organisations
8. To be able to utilise monitoring and audit tools effectively to ensure that personal and organisational targets are being met
9. To have a working knowledge of Health and Safety legislation

Special Skills and Attributes

Excellent communication skills

Good planning and organisational skills

Experience of financial management

Sound understanding of good care principles

Negotiating skills

Ability to cope with pressure

Even-tempered and patient

Ability to cope with change

Highly motivated and willing to maintain own personal development

Fully computer literate

Report writing and record keeping skills

Circumstances

Must have full driving licence

This is not an exhaustive list of requirements for this post and the post holder may be required to undertake other duties as deemed appropriate by the franchisee/care manager