

**Tide – Together in Dementia Everyday**

**Job Description – Training Development & Delivery Coordinator**

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| **Job Title:** | Training Development & Delivery Co-ordinator |
| **Responsible to:** | Training Products Manger |
| **Responsible for:** | No line management responsibilities for this post |
| **Key relationships:** | Digital Communications Officer, Training Products team, Impact Manager |
| **Contract:** | Fixed Term until April 2023 (with option to extend) |
| **Probation:** | Three months |
| **Hours** | Full time 37.5 hours a week |
| **Location:** | The post-holder will work remotely, with visits to the tide Head office at 151 Dale Street Liverpool, L2 2AH when required and circumstances allow. They may also need to travel more widely across the region and the UK |
| **Region:** | UK |
| **Salary Band:** | £25,000 – £28,000 per annum depending on experience (pro rata) |
| **Annual leave** | 25 days (pro rata) |

**General context**

The Life Story Network CIC (LSN) is the trading arm of tide – Together in Dementia Everyday. LSN offers consultancy and training in relation to the use of life story work and narrative practice to support vulnerable people, as well as broader strategy review and development, particularly concerning dementia.

Together in Dementia Everyday – tide is a UK wide network connecting carers and former carers of people with dementia to create real change together. We connect and enable carers to recognise their own value and contributions to society and use their individual and collective experiences to influence policy and practice.

**Job Summary**

As Training Development and Delivery Co-ordinator, you will work with the team to deliver an inspiring and exciting Dementia Professional Training Products featuring our On-Line learning sessions via digital platforms. You will work with the Products and Training Manager to co-ordinate and manage all aspects of training including development and design of updated content, scheduling, registration of participants, delivery of content, follow up and after care, promotion of products and the capturing of evidence of impact for Dementia Professionals and from carers participating, integrating into both our internal and external evaluation processes.

The post holder will be expected to undertake a broad range of responsibilities and duties. These include:

**Working with current and former carers of people living with dementia in the tide network**

* Support a systematic process of engaging with carers and supporting them to participate in the Dementia Professionals Training
* Engaging with carers and former carers to co-design and develop updated content for the Dementia Professional Training that will meet the emerging needs of tide members.
* Help to ensure that carers feel welcomed, valued, and understand their role and commitment.
* Co-ordinate and deliver our on-line learning sessions via digital platforms.
* Promote the effective use of evaluation and feedback mechanisms so that we can ensure our development and training programme is relevant & of high quality.
* Report any concerns regarding the potential vulnerability of current and former carers and people living with dementia to the Head of Tide Development in line with the organisation’s Safeguarding and Protection of Adults at Risk Policy

**Working with the wider tide team**

* Support a systematic process of identifying the current knowledge and skills across the team and identify ongoing training and development needs of staff members.
* Support the Training Products Manager in developing and delivering new and existing training products.
* Contribute to the identification of training needs, building learning and development plans, and developing learning interventions and materials that can be delivered in-house.
* Work with Delivery team and the Project & Admin Support Officer to ensure that all the systems and processes are in place to deliver a high-quality learning and development experience for participants on our programmes including platforms, equipment, expenses, travel arrangements, interpreting services, providing biographies and any promotional materials.

**Working with partners**

* Keep abreast of new developments within the health and social care sector supporting them to create new learning opportunities to ensure these are reflected in practice.
* Proactively research a broad range of partner organisations, particularly in the educational and research field, to explore opportunities for commissioned or collaborative work.

**General responsibilities**

* Participate in regular supervision and appraisals with your line manager.
* Participate in training and take personal responsibility for development in the role.
* Pay due attention to health and safety at all times and where necessary risk assess venues prior to an engagement activity, with particular reference to tide carers as volunteers, in line with the organisation’s Volunteering Policy and Health and Safety Policy.

**Personal Specification**

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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** | **HOW**  **ASSESSED** |
| **Education/**  **Qualifications** | * GCSE grades A-C (or equivalent) in English and Math's | * A relevant further or higher education qualification * Vocational qualification * Teaching Qualification | Application form and certificates – request original copies at interview |
| **Experience** | * Previous experience working with People Living with Dementia and Carers. * Experience working in services with Advanced Progression of dementia and associated Co-Morbidities. * Co-ordinating complex and busy learning programmes * Working alongside stakeholders to achieve organisational learning goals * Group facilitation and helping others to work and learn together * Working in a similar role that includes working alongside people with particular needs to co-design development programmes | * Monitoring and co-ordinating learning activities to carers * Simple research and analysis skills * Using zoom to deliver training sessions | Application form |
| **Knowledge** | * Knowledge of how the health, social care, and voluntary sectors work | * Knowledge of current policy and legislation relevant to dementia and carers of people living with dementia. | Interview / application  form |
| **Skills/Abilities** | * Excellent verbal and written communication and presentation skills * Working understanding of Microsoft applications in particular Word, Excel PowerPoint & Publisher * Well organised and able to motivate others to work in a systematic planned style. * Competent in setting up and using audio-visual equipment in a training environment * Ability to present material in creative and accessible formats | * Creation of video and audio material to enhance learning materials | Interview / references |
| **Work Related Circumstances** | * Willing to carry out all duties and responsibilities of the post in accordance with the LSN’s equal opportunities and diversity policies * Willing and able to travel across the designated region regularly * Willing and able to travel across the UK and occasionally international travel to conferences etc. * Willing and able to stay away from home overnight occasionally * Willing and able to work flexibly if required | * Clean license and access to a car - | Application form/ Interview |

| **Our Values** | **Our Behaviours** |
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| Transparency | We will be upfront, open, and honest with ourselves and others. To build trusting relationships, we will share our rationale for making decisions and taking actions even when this may be difficult to do. |
| Tenacity | We will have the courage and resilience to remain dedicated to our mission and have the humility to consider alternative ways of doing this where this will lead to a greater impact on improving people’s lives. |
| Inclusion | We will always value the diversity of perspectives, experiences, knowledge, skills, cultures, and beliefs that people have to share and contribute to the pursuit of our mission. All voices will be welcomed, and all contributions recognised. |
| Empathy | We will aspire to understand the feelings of everyone we work with so that they feel valued and respected. |