

Job Title:	Associate Trainer/Assessor
Organisation:	The Larder West Lothian
Reports to:	Training Manager
Salary:	£15 to £20 per hour
Contract:	Self Employed

Summary and main purpose of role:

The Larder's vision is for a Scotland where everyone has the opportunity to reach their full potential regardless of the start that they have had in life. We use our social enterprise to enable young people, who have multiple complex barriers to reaching their full potential, to engage in learning that meets their needs and aspirations.

Many of our learners have complex learning needs including additional support needs, disabilities, poor mental health, care experienced and are at risk of or are homeless. We see our job as supporting the individual to identify and remove their barriers and to make positive changes in their lives that will move them closer to or into work.

To enable us to support our growth we are now recruiting for a pool of associates on a self-employed basis. Our main focus will be on our training and employability services based in West Lothian but developing into other geographical areas over the coming 1-2 years. The key areas of work that we envisage across Scotland will be to work with schools to support the Pupil Equity Fund, which aims to reduce the educational attainment gap and employability services to support the most disadvantaged into work. We anticipate contract delivery for adults through Modern Apprenticeships, DWP contracts, SDS and NOLB to move unemployed people closer to or into work.

Associates will be required to demonstrate an extensive range of knowledge in their area of expertise. We are looking for people who may have programmes ready to deliver or who can develop programmes given a set of criteria and contract requirements. In relation to employability services we are looking for people with an understanding and application of employability support delivery, innovation and delivery strategies. Associates may be invited to deliver specific contracts as they are awarded to the larder or to provide staff cover during sickness, holidays and unforeseen increases in learner numbers within our training programmes.

Hours of work, delivery and payment will be agreed with the Training Manager in advance of the start of each contract.

Some of the key aspects of a contract could include:

- Plan teaching and learning to improve outcomes for all learners, and manage implementation ensuring learning is delivered in line with curriculum and programme requirements
- Lead by example to ensure the learner journey is positive, including front line delivery as required
- Provide all round support to learners in developing their knowledge and skills and helping them to access appropriate training and employment opportunities
- Ensure professionalism to include daily checks on the learning environment, session preparation, ensuring learners are effectively engaged in learning
- Set targets for learners' participation, retention, achievement and progression

- Monitor Learners performance according to agreed standards and targets and take necessary action to support and resolve according to performance levels
- Day to day contractual compliance including all documentation relating to the programmes, ensuring the quality content, accuracy, validity and timely completion of learners' start/leaver documents, individual learning plans and progress reviews, attendance records, placement health and safety documentation are all relevant and up to date
- Assessing SQA qualifications including SVQ's
- Development and delivery of inclusive stakeholder events including final report of events and follow up actions.

All associates will be expected to demonstrate strong leadership skills and be willing and able to:

- Communicate, promote and implement The Larder Equality and Diversity policy
- Promote and implement safe working practices in line with The Larder Health and Safety policies
- Inspire, encourage, empower and promote innovation and share best practice with colleagues and learners

As an Associate you will be responsible for:

- Managing your own time, tax and national insurance
- Submitting invoices for the work delivered as agreed in each contract
- Provide evidence of continuous professional development in line SQA requirements

In return The Larder will:

- Pay all invoices in the agreed timescale
- Add you to our newsletter mailing list so that you are engaged in all of our contracts
- Include you in relevant training and team events to ensure that you are informed of all developments in the organisation
- Invite you to stakeholder events

This role will involve training, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to apply for a PVG disclosure. A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children.

To apply please send CV and covering letter to:

Emma Hamilton, Director of Operations at hr@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder and expand on the specific skills that you would bring to the post.