

<b>Job Title:</b>	Barista Trainer
<b>Organisation:</b>	The Larder West Lothian
<b>Reports to:</b>	Training Manager
<b>Salary:</b>	£15 per hour
<b>Contract:</b>	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 and adults, who have multiple complex barriers to reaching their full potential, to engage in learning that meets their needs and aspirations.

To enable us to support our growth we are now recruiting for a self-employed Barista Trainer who can provide training to young people and adults either at school or on an employability course. Your role will be to deliver our Award in Barista Skills course with small groups of students either in a local school setting or in our café training facility.

The Award in Barista Skills at SCQF level 5 will develop the knowledge, understanding and technical skills required for the role of a barista. This qualification covers areas such as the different types of coffees and other beverages typically served by a barista. Setting up, operating, cleaning and closing down specialist equipment is also covered. Learners will have the opportunity to apply their knowledge and skills by preparing and serving different hot and cold beverages.

You will be invited to deliver specific contracts as they are awarded to The Larder or to provide staff cover during sickness and holidays. Hours of work, delivery and payment will be agreed with the Training Manager in advance of the start of each contract.

As a member of The Larder team you will be a positive role model and engage with our trainees in a friendly and professional manner. You will be reliable, enthusiastic and remain consistent with our company values. You will have great communication skills, a friendly and engaging personality and a committed team player.

This role is self-employed and may require you to work flexibly across our different locations.

## **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
- Provide all round support to learners in developing their knowledge and skills and helping them to access appropriate further training
- Ensure professionalism to include daily checks on the learning environment, session preparation, ensuring learners are effectively engaged in learning
- Set targets for learner's participation, retention, achievement and progression

- Monitor learner's 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 and attendance records.
- Assess SQA qualifications based on the Award I Barista skills support packs

**All associate staff 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 timescales
- 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 requires the post holder to have a PVG Scheme membership/record. If the post holder is not a current PVG member for the required regulatory group (i.e. Child and/or adult) then an application will need to be made to Disclosure Scotland and deemed satisfactory before they can begin in post.

**To apply please send your CV and covering letter to:**

Emma Hamilton, Director of Operations and People at [hr@thelarder.org](mailto: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.

## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications/ Training:</b>			
L&D9DI SQA Assessor qualification (or equivalent)		✓	Application Form and Interview
Train the trainer/Barista certified		✓	Application Form and Interview
<b>Experience</b>			
Worked as a Barista for 2+ years	✓		Application Form and Interview
Comfortable training young people to a standard expected as a Barista	✓		Application Form and Interview
<b>Skills and Knowledge:</b>			
Able to work within a team and on own initiative		✓	Application Form and Interview
Excellent communication, interpersonal and customer service skills	✓		Application Form and Interview
<b>Attributes / Other Requirements:</b>			
Demonstrates enthusiasm, confidence and pride in yourself and others' abilities and bring out the best in others	✓		Application Form and Interview
Have an excellent work ethic and pays attention to detail	✓		Application Form and Interview
Self-motivated and proactive with the ability to use initiative and take responsibility	✓		Application Form and Interview