

	<p>Role Description</p>
<p>Role</p>	<p>Training, Learning and Development Lead</p>
<p>Office Base</p>	<p>London Office (Vauxhall)</p>
<p>Salary</p>	<p>£25 - 28k Pro Rata. Fixed term contract for two years (with the likelihood of extension, subject to further funding)</p>
<p>Hours</p>	<p>17.5 hours per week (to ideally include Monday, Wednesday and one other day - times to be agreed)</p>
<p>Leave</p>	<p>25 days and 8 Bank Holidays plus 2 personal days plus 3 discretionary days between Christmas and New Year (FTE)</p>
<p>Reporting to:</p>	<p>Youth Engagement and Coproduction Manager</p>
<p>Key purpose:</p>	<p>This is an exciting and unique opportunity to be instrumental in the growth and development of a young and fast growing social justice children’s charity that is rooted in the promotion of empathy. This role will offer a fantastic opportunity to directly influence system change across youth health, justice and social care sectors.</p> <p>The Training, Learning and Development Lead is responsible for all aspects of Peer Power’s Training, Learning and Development priorities, with a focus on:</p> <ul style="list-style-type: none"> - design and delivery of accredited learning content which is creative, experiential and immersive - co-development and co-delivery of Peer Power training across the UK including production of unified resources and ensuring high quality of training delivery - managing relationships with young trainers, and support the delivery of their work - income generate for the charity through a high quality accredited training offer <p>You will work as part of a close, flexible and supportive team that includes the core team, teenagers and young adults, and Trustees.</p> <p>You will be a learning and development specialist with proven experience on the full training lifecycle (from concept through to implementation, facilitation and evaluation) as well as having used both traditional and modern training methods (e-</p>

	learning, on the job training, coaching and workshops).
	Main duties and responsibilities
Training Design and Delivery	<ul style="list-style-type: none"> • Help to co-create a range of youth led experiential and accredited training modules for Peers and Professionals that will improve services for young people, increase empathy and relational working, generate income and meet funder requirements • Managing and producing resources for our training modules including curriculum schedules, handouts, case studies, session plans • Create digital and other media content through a range of creative training modules. • Develop activities, including digital and other media content for interactive sessions that increase training engagement, test new ideas and enhance content delivery • Support the development of a small and high quality training delivery team of Peer Power Experts • Develop CPD accredited training, and the equivalent for young people utilizing AQA accreditation (training can be provided if not experienced with AQA) • Manage the quality assurance for the training programme, including qualifications, quality assurance process and tutor/trainer support. • Co-create innovative methods to evaluate Peer Power’s training offer • Managing relationships with freelance trainers who help deliver our UK programmes • Supporting the Youth Engagement and Coproduction Manager and Office Manager with smooth delivery of all our training delivery including preparation, logistics, outreach and evaluation • Coordinate and deliver high quality workshop sessions at conferences with Peer Power Experts and the Youth Engagement Team
Business Development	<ul style="list-style-type: none"> • Work with the Communications lead to develop high quality marketing materials and training resources and packages • Develop and manage relationships with individuals and agencies across Health, Social Care, Justice, Education and voluntary sector organisation • Work with the CEO and youth engagement team to promote the Peer Power training packages, generate income, and fulfill funder requirements. • Work with CEO, Fundraiser, Communications Lead and other stakeholders to increase income for the charity at an agreed target.
Leadership	<ul style="list-style-type: none"> • Support the Peer Power Experts and Youth Engagement Team in developing and delivering high quality internal and external training. • Support the development of the Peer Power brand, values and presence across all communications and marketing channels. • Work with the CEO, Communications and Fundraising leads to align Peer Power’s training offer with Peer Power’s communications work.

General	<ul style="list-style-type: none">• Maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders.• Explore cost effective solutions that minimise our use of resources• Implement and assist in the development, review and maintenance of organisational policies and strategy.• Participate in team meetings, evaluations, supervision/reviews and planning sessions and in Peer Power’s overall development.• Attend board meetings as required, and provide relevant reports and updates• Positively promote and support the engagement of young people with the work of Peer Power, being prepared to explain, adapt and collaborate with young people to ensure their meaningful involvement in the organisation.• Live the values of Peer Power (Empathy, Respect, Fairness, Open & Honest, Positive, Love) and abide by them in the work setting through the policies and professional practice of your work.• Uphold and work within Peer Power policies and procedures, including Equal Opportunities, Health and Safety and Child & Vulnerable Adult Protection policies.• Willing to travel outside of London, with some overnight stays agreed in advance• Undertake any other duties, as appropriate to the post, as delegated by the line manager.
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Person Specification

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
Qualifications/ Education/ Experience	<ul style="list-style-type: none"> <input type="checkbox"/> At least three years' experience within learning, development and design 	<ul style="list-style-type: none"> <input type="checkbox"/> Learning & Development Qualification <input type="checkbox"/> Teaching Qualification <input type="checkbox"/> Experience of design and delivery of CPD/ and or OCN/AQA or equivalent accredited training
Professional experience & Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrable experience in developing and delivering interactive, creative and experiential training and development programmes with both internal and external audiences, using multiple delivery channels <input type="checkbox"/> Experience of sourcing information to design and develop interactive and engaging eLearning and face to face content <input type="checkbox"/> Experience of working and/or knowledge of communities impacted by injustice and inequality. <input type="checkbox"/> Experience of designing and managing training evaluation <input type="checkbox"/> Experience of successful relationship building with a diverse range of stakeholders <input type="checkbox"/> Experience in supporting a team with competing demands and priorities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of creating e-Learning modules using software <input type="checkbox"/> Experience of engagement with young adults <input type="checkbox"/> Experience of training design and/or delivery in charity sector, local Government, health, justice, social care, campaigning or advocacy organisation <input type="checkbox"/> Knowledge of health, social care, and justice systems, particularly for children and young people <input type="checkbox"/> Experience of using Content Management Systems <input type="checkbox"/> Experience of organising high quality events
Abilities and Skills	<ul style="list-style-type: none"> <input type="checkbox"/> Able to engage and learn from young adults and professionals with a range of abilities, learning and communication styles <input type="checkbox"/> Communicate confidently and effectively at all levels, both in written and verbal form <input type="checkbox"/> Excellent communication and persuasion skills, able to convey complex information to a range of technical abilities (written and visually) <input type="checkbox"/> Demonstrate commitment and real understanding of co-production, sharing power and decisions across 	

	<p>an organisation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to work autonomously, prioritise work, handle pressure and take day-to-day decisions <input type="checkbox"/> Strong ICT skills, including the use of Microsoft office and accustomed with working through digital media <input type="checkbox"/> Able to exercise diplomacy, sensitivity, resourcefulness, and build partnerships and consensus, within teams and among other stakeholders <input type="checkbox"/> Collaborative team-player, able to play to different people's strengths and make use of their abilities <input type="checkbox"/> Able to bring a strong vision of development, continuous improvement and growth for Peer Power <input type="checkbox"/> Good time management skills and the ability to work pro-actively, to meet deadlines 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Be enthusiastic and excited to work alongside our team and the Peer Power Experts to design and deliver the creative pilot training packages to Peers and to Professionals <input type="checkbox"/> Positive, can-do attitude with the ability to adapt and work effectively in a changing environment <input type="checkbox"/> Commitment to and understanding of team work and collaborative working <input type="checkbox"/> Flexible and adaptable to change <input type="checkbox"/> Highly motivated self-starter and able to work independently <input type="checkbox"/> Strong commitment to Peer Power values and mission <input type="checkbox"/> Organised, high attention to detail and accuracy and meets deadlines <input type="checkbox"/> A willingness and flexibility to work evenings and weekends occasionally by prior agreement/ 	<ul style="list-style-type: none"> <input type="checkbox"/> Playful and creative in your ideas and approaches to design and range of delivery of training <input type="checkbox"/> Relational approach to engaging young people and professionals <input type="checkbox"/> Able to engage teenagers and young adults and professionals with a positive and creative approach <input type="checkbox"/> Awareness and passion for eLearning and Learning Technologies and how they can be used to add value and transform the way we learn

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