

SKILLS DEVELOPMENT OFFICER



Paddock Community Trust is an awarding winning organisation, delivering an extensive range of community services, specialising in adult learning, employment support programmes, specialist mentoring, mental health and wellbeing, advice and guidance services and particular experience in delivering projects that successfully promote digital inclusion.

We currently have a vacancy for a Skills Development Officer who will be responsible for effectively planning and delivering sector specific employability programmes. You will be flexible and responsive to learners needs, devising learning programmes that enable people to progress with confidence that are delivered in a positive, safe learning environment that supports learners to achieve their full potential. Working closely with the outreach projects delivery team, you will support our programme participants to increase their knowledge, skills and behaviours through the delivery of employability programmes, that will enable them to take advantage of opportunities into sustainable employment and further education.

The ideal candidate will be highly motivated, skilled with a positive and engaging personality. They will have the ability to build rapport with a group and be able to retain their attention during training sessions.

Location: Huddersfield with Kirklees wide travel
Hours: 37 hour per week (Full Time)
Salary: £24000 - £26000 per annum
Contract: 1 x 12 months fixed term to January 2023
Extensions are subject to gaining additional funding

Benefits

- 24 days holidays + bank holidays
- Cycle to work scheme
- 5% combined pension contribution
- Workplace ISA Available
- Charity Online Retail discounts.

What Do I Need?

- Experience of delivering high impact, engaging and interactive group training sessions.
- Experience of providing one-to-one support and coaching to individuals with the ability to constructively challenge where needed.
- Recognised teaching qualification e.g. PTLLS, CTLLS, DTLLS, Cert ED, PGCE etc
- Knowledge and experience of the employability sector.
- Knowledge of the local labour market, methods of recruitment and awareness of growth industries.
- Rapport building skills.
- Able to display a wide range of training methods to engage learners from all ages, abilities and backgrounds, including learners with significant barriers to employment and training.
- Experience in blended teaching using online platforms such as Microsoft Teams and in a classroom environment.
- Full UK driving license, with own transport and flexibility to travel, is essential.

What are the next steps?

If you are interested in learning more about Paddock Community Trust, please feel free to visit our website at paddocktrust.co.uk.

Applicants must submit a CV and a covering letter explaining why they are applying for the post and their suitability, addressing all criteria on the employee specification or they can complete our online application form via the Paddock website.

Please email your CV and covering letter to Melissa@paddocktrust.org.uk, enquiries about the role or requests for application packs can also be sent to this address.

Why not come along to an informal drop-in session where you will be able to find out more about our work and the vacancies we have available. The session will be held on Monday 13th December 2pm-7pm at our Paddock office; Paddock Village Hall, West View, Paddock, Huddersfield, HD1 4TX. Please register your interest to attend by emailing Melissa@paddocktrust.org.uk.

An enhanced DBS check will be required.