**Leadership Trainer and Internal Verifier**

**Join Our Team**

This is an exciting time to join Community CVS. As a growing organisation, we are driving significant change and delivering impactful programmes that make a real difference in the community. This role offers the opportunity for personal and professional growth as you contribute to capacity building, income generation, and the overall success of the VCFSE sector.

**The selected candidate will benefit from:**

* Opportunity to work on multiple training programmes and rewarding projects that support the VCFSE sector and other sectors.
* Opportunity to further develop professional skills and accreditations.
* Opportunity to contribute to organisational change and development through away days and workstreams.
* A contemporary team structure that emphasises a strengths-based approach.
* Flexible working hours.
* Strong networking opportunities.
* Joining a team that respects individual differences and good mental wellbeing.
* Generous contributory company pension scheme (after probation period).

**Job Description and Person Specification**

Job title: Leadership Trainer and Internal Verifier

Employed by: Community CVS[[1]](#footnote-1)

Salary: £32,000 to £36,000 per annum Pro Rata

Working hours: Hours to be agreed (minimum 30 hours - max 37 hours)

Responsible to: Accredited Centre Manager

Location: Boulevard Centre, Blackburn. Will be required to travel to Lancashire locations to deliver training.

**CVS Context**

**CVS Mission: *“****To support individuals, organisations and communities**to achieve their full potential”.*

**The Business Training Centre Team** (within the Business Development Directorate) is responsible for:

* **Leadership and Advocacy:** Developing leadership skills and management programmes for the VCFSE2 and healthcare sectors. Supporting underrepresented groups to aspire to leadership and management positions to make them more reflective of the communities we serve.
* **Collaborations and Partnerships:** Building strong collaborations and networks around business advice, entrepreneurship, economic development, training and workforce development across various sectors.
* **Capacity Building, Development and Training:** Providing business advice, coaching, and mentoring to help individuals, organisations, and communities reach their full potential. Creating and delivering both accredited and non-accredited curricula to meet VCFSE and Healthcare workforce needs. Providing professional services, training and consultancy for the VCFSE and healthcare sectors on a commercial basis.

**Business Directorate**

**Summary of Post:**

The main purpose of Leadership Trainer and Internal Verifier is to develop, deliver and take accountability for a diverse range of training sessions and courses including leadership and management. To support the Accredited Training Centre Manager with internal verification quality assurance processes for the Chartered Management Institute (CMI), Northern Council for Further Education (NCFE) and Royal Society for Public Health (RSPH) awarding bodies and act as deputy nominee for OFSTED monitoring visits and inspections.

**Passion:**

The business directorate is passionate about connecting and developing organisations to achieve their full potential, creating new businesses, charities and partnerships to help communities to grow. This includes telling the story of the sector's achievements and celebrating the accomplishments of Community CVS. We are passionate about combining business advice and consultancy with leadership and management training to skill aspiring leaders to implement change within their organisations.

**Personality:**

The postholder will be a competent professional trainer with exacting standards of delivery, ensuring quality, maintaining centre compliance and delivering excellent training and development programmes to meet the needs of multiple awarding bodies (e.g. CMI, NCFE, RSPH, etc.) and external regulators (e.g. OFSTED).

**Accountabilities**

1. **Training and Curriculum Development**

Under the direction of the Business Director and Accredited Training Centre Manager

* To lead on leadership and management training provision including Leadership, Coaching, People & Culture, VCFSE and Enterprise.
* To develop new curriculum areas within your vocational expertise to respond to the needs of the VCFSE Sector and other sectors.
* To develop schemes of work, lesson plans, learning materials and formative and summative assessment methodologies that meet the awarding body standards and specifications.
* To deliver high quality training.
* To complete assessment, internal verification, learner and employer documentation required by awarding bodies, by our funders and contractors, and by Community CVS and ensure they are uploaded onto the relevant systems.

1. **High Quality Customer Care and Delivery of Contracts and Programmes:**

* Providing information advice and guidance to potential learners and employers about our training programmes.
* Supporting the onboarding process and ensuring full compliance with CVS data requirements.
* Being the main point of contact for learners during programmes providing tutorials and additional support as required.
* Registration, facilitating learning, record keeping, and delivery of training sessions.
* Managing and maintaining learner and employer files in accordance with GDPR and awarding body requirements.
* Organising sessional learning resources, maintaining learner files both digitally and manually, and organising weekly sessions.
* Ensuring training rooms are professionally set up and hospitality arrangements are made for training sessions.
* Ensuring all relevant information is communicated to the Accredited Centre Manager, Centre Co-ordinator and Business Director.

1. **Accredited Training Centre and OFSTED Duties:**

* Supporting the Accredited Training Centre Manager, with the preparation for annual awarding body visits, external verifier quality assurance visits and meeting all action points within designated timelines.
* Supporting the Accredited Training Centre Manager (nominee), as the deputy nominee, preparing for OFSTED inspections and liaising with OFSTED Inspectors during their inspection or monitoring visits.
* Ensuring candidate registration and assessment processes meet awarding body standards.
* Liaising with the centre coordinator for certificate issuance and maintaining a clear auditable tracking system.

1. **Other:**

* Representing CVS at meetings with external bodies, recruitment and promotional events,
* Any other tasks or projects required by the Accredited Training Centre Manager, Business Director, or the Chief Executive.

**Measurable Outputs/Outcomes:**

To maintain high quality standards of training and meet key performance indicators, gaining feedback from learners at every session, gaining feedback from employers on the progress being made by their employee within the workplace , from work colleagues or external observers in lesson observations/learning walks or positive results in terms of achievements in terms of qualifications or units of qualifications, reports from learners or employers of career progression or taking on increased responsibilities within the workplace, or finding / progressing into new more senior roles elsewhere.

**Culture and Behaviours**

The postholder will be expected to commit to and demonstrate how they clearly live out and embrace the values of Community CVS, which are:

* + **Community Stewardship:** valuing service to the community over self-interest and believing everyone has a responsibility to support positive social change. To advocate on behalf of our communities, especially the most vulnerable.
  + **Co-operation and Solidarity:** valuing mutual support with everyone helping each other to deliver positive social change.
  + **Equity and Fairness:** valuing the well-being of everyone and striving to achieve social, economic and environmental justice for all.
  + **Non-Judgemental:** valuing everyone for who they are without prejudice or judgement.
  + **Voluntary Action:** valuing volunteering and activity that is not pursued for private gain or profit but for social benefit and for helping our community.
  + **Willing to listen, learn and innovate:** valuing everyone’s ideas and voice, and willing to try new ways of working to improve what we do and the impact we have.

The postholder must represent Community CVS professionally and politely at all times and not bring the organisation into disrepute.

The postholder must complete all compulsory training within given timescales and being committed to continuous professional development.

The postholder and all CVS employees and volunteers has a responsibility for safeguarding children and vulnerable adults and promoting the welfare and safety of everyone within our care. This includes:

* A responsibility to ensure a safe environment in which CVS services can be delivered.
* Identifying children and vulnerable adults where there may be safeguarding concerns.
* Following the organisation’s Health and Safety and *Safeguarding Policies* in addressing any concerns appropriately.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

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Description automatically generated **Date Reviewed: 06th January 2025**

**Person Specification**

**Essential Knowledge, Skills and Abilities:**

You will be a well-presented, professional, articulate and driven corporate trainer with a strong work ethic. You will be able to lead a myriad of training provision within your areas of expertise. You will have an incredibly high attention to detail and experience working to auditable standards. You will be personable and good at relationship management with

* Excellent lecturing or training abilities and strong communication and customer care skills.
* The ability to stimulate learner participation through engaging and interactive learning sessions.
* The ability to relate well to learners from diverse backgrounds and abilities.
* Occupational/Vocational competence/excellence in your field and up-to-date knowledge of formative and summative assessment methodologies and internal quality assurance processes.
* Strong IT skills, including Microsoft Office, MS Teams, CRM systems, and PowerPoint.
* Hold a clean driving licence and with access to a vehicle for work purposes

**Desirable Knowledge, Skills and Abilities:**

* Knowledge and Understanding of the organisational culture within voluntary, community, faith and social enterprise organisations and the VCFSE Sector and/or within small businesses at the early stage of their development

**Essential Qualifications**

* Award in Leadership and Management at Level 5 or equivalent (or equivalent vocational qualification with a significant amount of leadership and management content)
* Level 6 Degree level Qualification or Equivalent (in any subject area).
* Teaching Qualification (e.g., PGCE, Cert Ed or Equivalent)
* Assessor Qualification or Equivalent (e.g. Level 3 Award in Assessing Competence in the Work Environment or Level 3 Certificate in Assessing Vocational Achievement or D32/D33 or A1 or equivalence)
* Level 4 Certificate in Internal Quality Assurance of Assessment Processes and Practice or the earlier equivalences (V1 or D34) or units towards the award or a willingness to register for the qualification on joining CVS and completing it within an agreed timescale as part of your probationary period.

**Desirable Qualifications or Specialisms:** Diploma in Leadership and Management Level 5 or above; Vocational specialisms in any of the following areas: Coaching or Mentoring; Enterprise and Entrepreneurship; CIPD - Human Resources; CIM – Marketing; CIMA – Financial Management; Health and Well-Being within the Workplace; Climate Change, Environmental Management and Sustainability; Leadership in the Creative Industries; Equality, Diversity and Inclusion in the Workplace.

**Essential Professional Experience Required:**

* At least 2 years recent experience in a training or lecturing role delivering leadership or management level provision.
* At least 2 years recent experience delivering assessment and internal quality assurance processes.
* Experience of OFSTED monitoring visits and inspections.

**Desirable Experience:** At least 1 year enterprise experience as a business leader or manager within a commercial business or VCFSE Sector organisation. Experience of and participation in internal and external quality assurance processes for awarding bodies and

***Community CVS celebrates the value of diversity, and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We are committed to continue building an environment that embraces diversity and includes all.***

**Further Information and Requirements (post interview)**

All employees at Community CVS Business Training Centre are required to be DBS checked (Cost covered by Community CVS) and have their professional profiles stored within our auditable systems. If successful at interview, you will be required to provide two references and share original copies of your qualification certificates (for photocopying). If you do not possess an essential qualification but are willing to register and commit to completing the necessary qualification as part of your probationary period – you should apply and we will consider your application on its merits.

1. Community CVS is the trading name of Blackburn with Darwen Council for Voluntary Service. Charity Number 1008190. Company Number 02668971.

   2 VCFSE stands for Voluntary, Community, Faith and Social Enterprise and includes any not for private profit organisation that seeks to have a positive social, economic or environmental impact within our communities. [↑](#footnote-ref-1)