



TRAINING & COMMUNITIES CENTRE, ILKESTON

TRAINING, IAG & DEVELOPMENT OFFICER

Salary: £22,000 - £24,500 per annum FTE

Contract base hours of work: 37.5 hours per week

Location: Ilkeston and DHA office locations, with travel to other locations

Closing Date: Friday 19 June 2020 at 5.00pm

DHA provides specialist legal advice services, training, skills, employability and volunteer activities, skill building and associated services which help vulnerable people with Training and Advice.

The charity is seeking an experienced, pro-active and highly motivated individual to join our Training and Communities team to deliver high quality Information Advice and Guidance, accredited and non-accredited training to unemployed and employed learners. This will include providing skills development training; employability support and engaging learners of all ages in social inclusion projects to combat isolation; getting people back into work; and promoting volunteering opportunities and wellbeing.

You will be required to progress learners into employment, source employers and placements, and prepare and develop training courses and programmes to agreed funding and Awarding Bodies requirements.

You will be required to devise and deliver training programmes in a range of creative and inspiring ways and conduct IAG, training needs assessments with learners to agree individual development action plans. You will actively promote DHA services and training opportunities by attending meetings and events, and assist with identifying new income and funding opportunities to assist DHA to achieve the stated financial objectives.

Qualification's required for the post are: Level 3 Information Advice Guidance; Level 3 Adult Teacher Training/PTTLS with an Assessors Award and advantageous Internal Verification Award with proven experience in the field; and a full driving licence with access to a car.

To apply, please send your CV with a covering letter to arrive no later than the closing date to: hr@dhadvice.org