

Key Responsibilities

- Facilitation of Programme Workshops
- Support candidates to ensure they have a positive experience and journey
- Work with the Materials Team to continuously improve workshops, programmes and materials

Key Roles

- Train and shadow David on OWS and CSS workshops to build up knowledge
- Plan, deliver and review workshops to ensure they meet the Esteem standards
- Facilitation of programme workshops using Accelerated Learning techniques
- Assisting with the preparation and delivery of team development days
- Attend pre start meetings, progress review meetings (after each workshop) and close off meetings
- Report back on any suggested improvements/changes to workshops, programmes or materials
- Manage diary, emails and team communications
- Attend Standardisation Days and Team Days

Critical Success Measures

- David shadows workshop facilitation and signs off that the skills, knowledge, attitudes and behaviours are at a level that the Facilitator to work on their own
- Workshop feedback forms, candidate feedback at last workshop, progress review meetings and QA activity all confirms the Facilitator is meeting and exceeding Esteem standards
- Materials Team value the input they are receiving from this role

Communication with the Team

- Prepare for and attend - programme pre start and review meetings, Team days, Delivery Team meetings, Performance Reviews and Standardisation meetings
- Chair the Project Team Meetings after each workshop and ensure workshop documents are passed onto relevant people
- Feedback potential sales opportunities to the Sales Team from programmes
- Feedback to Delivery Manager after every workshop

Training and Development

Agree a 6 month training plan with David and Nicola which will include:

- Work on Accelerated Learning to the point of total understanding of what it means for working with candidates

- Review and understand each VQ qualification and requirements
- Review and understand the workshop materials and toolkit
- Shadowing workshops and delivering modules
- Pinpoint Training
- On completion of the 6 month training programme, ongoing training and development activities will be carried out as and when required

Remuneration and Package

- Post will be self employed with a minimum requirement of 4 days per month
- Travel and subsistence expenses to and from venues will be rechargeable at cost
- Laptop, printer etc

Date Agreed:	_____		
Employee Printed Name:	_____	Employee Signature:	_____
Director Printed Name:	_____	Director Signature:	_____