**A logo with text on it

Description automatically generated**

**Job Description**

Social Enterprise Kent is an award-winning community organisation, passionate about improving lives and supporting communities in Kent & Medway. We believe in the power of social enterprise to effect positive change in our communities, and the importance of partnership working in all sectors.

|  |  |
| --- | --- |
| **Job title:** Health & Social Care Learning & Development Trainer | |
| **Main purpose of job:** To design and deliver high-quality, learner-centred Health & Social Care training across funded (e.g., Skills Bootcamps, AEB) and commercial programmes. This includes teaching, assessment, coaching, and supporting adult learners into meaningful employment or progression. The role contributes to curriculum development and service enhancement across a growing training offer. | |
| **Department:** Skills & Employability | **Location:** Ashford (With travel across Kent) |
| **Position reports to:** Head of Business and Skills | **Position is responsible for:** N/A |
| **Length of contract: Permanent** | **Salary Band:** £27,000 - £32,000 |
| **Hours of Work:**  Full-time (37.5 hours per week), office hours are between 9am-5pm (with ½ hour unpaid lunch and 2 x paid 15-minute breaks). | **Additional information**:  We are looking for a passionate, learner-focused trainer who brings creativity, professionalism, and a drive for positive impact. This is a key role in an ambitious training team, with opportunities to contribute to curriculum development, quality improvement, and employer engagement across a diverse range of funded and commercial programmes. |

|  |
| --- |
| **Key Responsibilities** |
| **Training Delivery and Quality**   * Design and deliver engaging, inclusive, and evidence-based training sessions, short courses, and bespoke workshops tailored to the needs of individuals, employers, and partners. * Facilitate engaging, interactive face-to-face and online sessions * Adapt teaching methods to meet the diverse needs and learning styles of adult learners * Provide one-to-one coaching, feedback, and support as part of each learner’s Individual Learning Plan (ILP) * Facilitate high-impact learning across key subject areas, including Health & Social Care, employability, and workforce development. * Collaborate with employers to tailor content and support real-world readiness * Ensure all content, delivery methods, and learning materials meet current sector standards, regulatory requirements, and learner needs. * Monitor attendance, progression, and performance. * Maintain accurate learner records and ensure readiness for audit and reporting.   **Curriculum Development and Innovation**   * Identify training needs across sectors (e.g., health and wellbeing, employability, digital skills, business development) and respond through new course development. * Adapt delivery for blended and digital learning models where appropriate. * Contribute to curriculum development and continuous improvement through feedback and review.   **Quality Assurance and Compliance**   * Support the delivery and quality assurance of accredited and non-accredited training programmes, ensuring alignment with awarding body requirements and internal standards. * Follow organisational procedures to ensure safeguarding, health and safety, and equality, diversity, and inclusion (EDI) are embedded in all aspects of training delivery. * Contribute to ongoing improvements in learner outcomes, engagement, and accessibility by providing feedback and implementing best practices in the classroom.   **Business Development**   * Share learner and employer feedback with colleagues to inform service improvement, programme design, and marketing activities. * Support promotional efforts by representing the training offer at outreach events, employer visits, or internal workshops. * Contribute to the development of new training opportunities by identifying common learner needs, sector trends, or gaps in provision through delivery experience.   **Team Collaboration and Skills Sharing**   * Actively contribute personal knowledge and experience to the team and utilise the diverse strengths of colleagues to enhance service delivery. * Participate in joint delivery, peer-learning sessions, and service development activities. * Foster a team culture of shared learning, responsiveness, and mutual support.   **Engagement and Relationship Building**   * Build and maintain effective working relationships with customers and stakeholders. * Represent SEK at events, promoting services and sharing insights from the field. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desired** |
| **Qualifications** | Level 3 (or above) Award in Education and Training (or equivalent)  Relevant sector qualifications in Health & Social Care (e.g. Level 3/5 Diploma) | IQA or assessor qualification  IAG (Information, Advice & Guidance) qualification to enhance learner support and progression planning.  Qualified to deliver accredited training in First Aid, Moving and Handling, and Health & Safety (e.g., Level 3 Award in First Aid at Work, Manual Handling, CIEH/IOSH H&S qualifications) |
| **Experience** | At least 2 years’ experience delivering adult education or vocational training.  Experience working with or within the Health & Social Care (HSC), VCSE, or SME sectors, understanding their learning and operational needs. | Experience of delivering government funded training such as adult skills and Bootcamps.  Familiarity with Ofsted’s Education Inspection Framework (EIF) and experience supporting teaching and learning practices that align with its expectations.  Experience supporting learners with additional needs or barriers |
| **Skills and Abilities** | Proven ability to design and deliver engaging workshops, short courses, and accredited programmes, with confidence in facilitating inclusive and interactive learning experiences.  Strong planning and presentation skills, with the ability to adjust for in-person, remote, and blended delivery.  Effective team player who values peer input and works collaboratively to share good practice and improve outcomes.  Comfortable working flexibly with diverse learners, tailoring content and delivery to different learning styles, literacy levels, and accessibility needs.  Strong digital skills (e.g., Microsoft Office, PowerPoint, Zoom/Teams, CRM systems) to support delivery and record-keeping |  |
| **Knowledge** | Sound understanding of the HSC sector.  Knowledge of the Care Certificate, safeguarding, and person-centred care  Good understanding of adult learning principles and inclusive teaching strategies, with the ability to adapt delivery to accommodate diverse learning needs, backgrounds, and group dynamics. | Knowledge of adult education frameworks or accredited training standards  Experience with digital content creation tools (e.g., Canva, Padlet, Google Workspace) for interactive or online learning. |
| **Behaviours** | Demonstrates initiative, identifying and acting on opportunities to improve services, innovate, or respond to learner need.  Strong team ethic actively contributes to shared success and builds trusted relationships across the organisation and with partners.  Keeps learners at the centre of delivery, demonstrating flexibility, empathy, and a commitment to quality.  Organised and self-motivated, delivering work to a high standard and on time.  Comfortable managing change and adapting priorities as needs evolve.  Acts with professionalism, integrity, and confidentiality always.  Stays positive and focused when facing setbacks or ambiguity. | Demonstrates an entrepreneurial spirit, helping SEK to identify new training opportunities or approaches.  Entrepreneurial and socially driven  Brings creativity and innovation to training and support delivery. |
| The successful candidate will demonstrate a strong alignment with Social Enterprise Kent’s core values: | | |
| **Respect** | Builds positive, inclusive relationships with learners, colleagues, and partners, promoting dignity, empowerment, and mutual support. | |
| **Continuous Improvement** | Welcomes feedback and actively seeks opportunities to develop their practice, adapt delivery, and improve learner outcomes. | |
| **Deliver on Promises** | Takes responsibility for planning and delivering high-quality training, consistently meeting deadlines and supporting learner progression. | |
| **Socially Responsible** | Embeds ethical practice and promotes inclusion, wellbeing, and community impact in all aspects of their work. | |
| **Positivity** | Maintains a supportive, solution-focused attitude, helping to motivate learners and contribute to a positive team environment. | |
| **Keep Things Simple** | Communicates clearly, breaks down complex ideas effectively, and designs sessions that are accessible, practical, and learner friendly. | |

**Last updated:** July 2025 **Date of next review:** July 2026