



Job Title: Trainee Trainer  
 Reporting to: Training Manager  
 Direct Reports: 0

Job Band: Band 7  
 Size of Team: 10-30

Run training courses, and develop skills and competencies including achieving the required qualifications to become a St John Ambulance Trainer.

## Key Responsibilities

- Undertake the trainee trainer programme to become a St John Ambulance Trainer, and be assessed as competent across all required courses and competencies
- Achieve the Certificate in Learning and Development qualification within the required period
- Develop own subject and professional competence in accordance with the scheme requirements and maintain records showing progress through the programme, including all formal and personal CPD events and records of achievement
- Run assigned training courses, within the guidance provided by the Training Manager, mentor and in accordance with training received; including promotion of St John Ambulance products, services and resources and accurate completion and prompt submission of all relevant course documentation
- Arrive in good time, prepare the training room, liaise with venue contacts and greet learners; and follow the relevant procedures at the training venue, including conducting dynamic risk assessments, and prompt collection and return of keys, materials and equipment where required
- Ensure that all equipment used is fit for purpose, is cleaned and stored in accordance with procedures and any faults or damage are reported
- Work with permanent staff, casual workers and volunteers to maintain good relationships and high standards of training and assessing
- Demonstrate knowledge of and commitment to the organisation's values, mission, vision and objectives
- Adhere to St John Ambulance health and safety, training and all other policies and procedures as implemented within the organisation
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

## You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Be willing to be flexible and work evenings and weekends and travel to perform role
- Need to be a car owner and driver with insurance to cover business use (mileage paid) or: have access to suitable public or private transport and able and willing to transport the items required to run courses
- Have a smart professional appearance and willingness to wear corporate dress



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

| Requirements   | Essential | Desirable |
|--|-----------|-----------|
| <b>Education and Qualifications</b>  |           |           |
| Five GCSEs or equivalent (Grade C) including Maths & English                               | ✓         |           |
| Functional skills (numeracy, literacy and ICT) at or above level 2                         | ✓         |           |
| <del>Level 3 Certificate in Learning and Development or equivalent</del>                   |           | ✓         |
| Relevant course specific qualification e.g. First aid at Work, NEBOSH                      |           | ✓         |
| <b>Experience</b>  |           |           |
| Experience of teaching, instructing, coaching and/or presenting to groups of adults        | ✓         |           |
| Experience of delivering first aid and/or health and safety courses                        |           | ✓         |
| Experience of working effectively as part of a team  | ✓         |           |
| <b>Skills, knowledge and abilities</b>   |           |           |
| Excellent interpersonal skills with ability to communicate effectively at all levels       | ✓         |           |
| Ability to use Microsoft® applications at intermediate level                               | ✓         |           |
| An understanding of St John Ambulance activities, courses, values, mission and vision      |           | ✓         |
| Ability to work on own initiative, as part of a team and under direction from Line Manager | ✓         |           |
| Ability to be engaging and professional when presenting                                    | ✓         |           |
| Physically able to complete at least two cycles of CPR on a manikin whilst kneeling        | ✓         |           |

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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