awen

Ymddiriedolaeth
Ddiwylliannol
Cultural Trust

Job Outline

Job Title:
Training Support Assistant

Basis:
Part Time – 15 hours * requirement to work weekends during busy periods

Salary:
£26,072 FTE

Status:
Permanent

Base:
Bleaf – Bryngarw Country Park

WoodB – Tondu Enterprise Park

Accountable to:
Horticultural Lead

Accountable for:
N/A

Your Role:

To provide support to trainees promoting their safety and wellbeing at all times. Also, to assist with the delivery of meaningful training opportunities for trainees and contribute to the promotion and development of the related products/services.

In this role, you will:

- Provide practical support and assistance to trainees across both our learning disability projects (WoodB and Bleaf) as necessary to promote their personal comfort, safety, and wellbeing.
- Support the Training Support and Employability Officer in promoting training opportunities and developing employability skills for trainees.
- Provide training to trainees in areas such as landscaping, grounds maintenance and horticulture.
- Contribute to the delivery of development opportunities for trainees by assisting colleagues with relevant assessments and training plans
- Contribute to the development and delivery of products and services delivered/created by the trainee through effective customer service.
- Contribute to risk assessment, appraisals and other processes that may be required for individual trainee.
- Provide expertise and advice around seasonal cost – effective produce to be grown and sold at our horticulture venue/garden centre at B-Leaf.
- Provide advice and support that contributes to our produce growing programmes. You will assist in the development and growth of our allotments and mushroom growing programme to increase our production of sustainable produce.
- Liaise with families, carers and other agencies as directed by the Senior Training Support Officer/Training Support Officer.
- Be fully conversant with Awen's Safeguarding Policies and ensure its application as necessary.

General Duties and Responsibilities of this role are:

- To be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- To participate in any training and development activities to maintain own development or to enhance competence within job role.
- To uphold and integrate our purpose and values in all that you do, observing and promoting Awen's four values at all times – Creative, Empowering, Collaborative and Fair.
- To ensure that activities are completed in accordance with Awen's commitment to equality, diversity and Inclusion and in line with best practice and legislation.
- To actively challenge discrimination and stigma in the workplace.
- To be responsible for safeguarding and promoting the welfare of children, young people and adults at risk.
- To look after your own physical and psychological wellbeing wherever possible.
- To support the psychological and physical wellbeing of our colleagues/team and encourage an empathetic and inclusive culture.
- To be responsible in helping us achieve our sustainability ambition by contributing to reduce your individual carbon footprint and working towards the organisational objectives in line with the Awen sustainability strategy.
- To comply with Awen's policies and procedures.

This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the business.

Person Specification

The Person (ESSENTIAL CRITERIA ARE INDICATED AS **(E):**

- Trustworthy and reliable
- Ability to work on own initiative as well as a key member of a team **(E)**
- Flexible and proactive approach and attitude, and willingness to work outside of core hours to suit the needs of the business.
- Confident and professional with the ability to deal effectively with trainees, colleagues, and the public **(E)**
- A commitment to providing excellent customer service
- An interest in horticulture and grounds maintenance and carpentry **(E)**
- Interest in the Care Sector and supporting individuals in a learning environment **(E)**
- Forward thinking and able to contribute to the development of Awen.

Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- Good standard of education, equivalent to NVQ/QFC 2 or the ability to demonstrate competence through experience **(E)**
- Recognised qualification in horticulture or the ability to demonstrate competence through experience **(E)**
- Experience of working in a care environment **(E)**
- Good verbal and written communication skills.
- Ability to undertake physical tasks associated with carpentry, landscaping, horticulture and ground maintenance. **(E)**
- A full driving licence
- NVQ/QFC2 in Care or willingness to work towards this qualification **(E)**
- Able to support individuals with any personal care needs, whilst respecting dignity.
- Ability to apply relevant knowledge in order to coach and support others e.g. Trainees, Volunteers.
- Recognised First Aid Certificate
- Experience in a customer service role including dealing with financial transactions and cash handling
- Evidence and understanding of Awen's offer and services.
- Knowledge and experience of carpentry/grounds maintenance
- Ability to speak Welsh.