

Apprenticeship Trainer/Assessor in Leadership, Management, Development and Professional Coaching

Location: Remote/Home based with travel nationally for delivery at venues and client sites

Remuneration Package:

- Competitive Salary
- 37.5 hour per week (Monday – Friday)
- 33 days annual leave
- Annual paid Well-being day
- Health Assured EAP
- A Range of Health & Wellbeing Resources
- Discounted accommodation at our Lake District Venue, subject to availability.

Leading companies trust Dove Nest Group to improve their business performance by creating sustained behavioural change in their people. We pride ourselves on industry leading innovative bespoke solutions for Engagement, Leadership Development, People and Team Development, Leadership and Business Agility, Talent Development and Change Leadership supported by our in-house Psychology business where appropriate.

Behaviour & Values

- Passionate about developing people
- Give twice to receive once
- Demonstrate compassion and courage in all that we do

Trainer/Assessors, like all employees, are expected to act as role model for Dove Nest Group behaviours, to uphold the values and to encourage and promote the development of other employees.

Role Purpose

Trainer/Assessors hold the responsibility for the delivery of externally accredited standards and qualifications as well as corporate delivery as needed to Dove Nest Group clients.

Key Responsibilities

- Be an ambassador for Dove Nest Group's unique approach to the experiential delivery of Professional Coaching and Leadership and Management programmes.
- Manage the successful learner journey of assigned individuals to ensure they complete their apprenticeship / corporate programme with Dove Nest Group, on time, using our e-Portfolio system, BUD.
- Ensure that assigned learners are supported to complete relevant qualifications within their programme (e.g. CMI or ILM Diploma, at the client's request).
- Deliver high quality apprenticeship / corporate group training utilising a range of methods (e.g. face-to-face at employer's sites, at our unique Lake District venue, or via Teams / Zoom).
- Deliver one to one tutorial sessions with learners to ensure they progress in their learning and are able to capture robust work-based evidence.
- Assess learners' work, utilising VARCS methodology and digital assessment methods, to ensure that they meet the requirements of the appropriate standard or qualification.
- Conduct progress review sessions, in accordance with company guidelines and ESFA rules, with learners and their line manager, to track and record learners' progress and overcome any barriers to learning.
- Improve the application of learners' functional skills throughout their time on a Dove Nest Group apprenticeship, through embedding maths, English and digital skills into workshops and tutorials, and through effective marking of SPaG.

- Provide robust and constructive feedback to learners, in verbal and written forms, to support their development and provide stretch and challenge.
- Explore opportunities to support learners with careers information advice and guidance (CIEAG) and record outcomes of discussions.
- Contextualise and embed Prevent Duty, British Values, Safeguarding and EDI in all aspects of the learner journey.
- Liaise with employers as required to provide information on learner progress.
- Comply with all processes required for each learner throughout a programme.
- Maintain an up to date CPD Log, and attend monthly Standardisation events and bi-annual company conferences

Other Duties

- To maintain and build up good staff relations with other departments and company units, becoming an active member of the Dove Nest family.
- To be aware of and adhere to Dove Nest Group Policies & Procedures and act upon them accordingly.
- To communicate respectfully with colleagues and other staff and guests.
- To keep a clean, smart appearance in accordance with the Dress & Appearance Policy.
- To be aware of and adhere to all Dove Nest Group rules and regulations ensuring they are actioned as requested by the company's health and safety policies.
- To be vigilant at all times to ensure the safety & security of the property, guests, other employees & self.
- To carry out any other reasonable requests made by Senior Management.

Experience

- Have a relevant and sufficient qualification in the subject areas at an appropriate level relating to the anticipated delivery level that must be equal to or above the expected level of delivery.
- Demonstrable track record as a management professional before turning towards the training profession.
- Experience delivering qualification-based programmes, e.g. ILM / CMI
- Experience of delivering Management and / or Coaching Apprenticeship Standards
- Coaching and mentoring learners to achieve high levels of success and outcomes.
- Experience of helping learners to relate learning to work and ability to contextualise theory within the learner's work role and culture.
- Track record of delivering learner portfolios and assignments on time and to agreed standards.
- Ability to travel nationally to delivery venues and client sites independently.
- Building and developing relationships with employers and communities.
- Hold either D32/D33/A1/CAVA
- Hold a valid and recognised teaching/training qualification.

Desirable Skills (or willingness to obtain)

- A relevant industry related qualification at an appropriate level relating to the anticipated delivery level
- Experience in delivering Coaching Apprenticeships.
- Experience of delivering corporate leadership and management training and development
- Functional Skills at Level 2 in English and Maths
- Ability to work independently and a willingness to learn