**Job Description & person Specification**

**1. Job Title** **Trainer**

**2.** **Responsible to** Director of Education Training Services,

**3.** **Hours** FTE £34,000 - £36,000

**4. Location:**

3rd Floor, 54 St James Street, Liverpool L1 0AB

and at and at any reasonable location as directed by the ADHD Foundation which includes other sites/agencies/settings as is necessary to perform duties across the UK and Internationally.

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**5. Job Purpose**

* Play a dynamic role in the strategy and vision for the Foundation as a leading global NGO in the field of Neurodiversity.
* To assist with the National and International growth of services within ADHD Foundation in collaboration with the CEO and National Director of Training, with emphasis on promotion of the Foundation through the provision of training, supporting the development of new training products and promotion of products.
* To deliver high quality training for professionals from Education, Business, Public, Private & Voluntary Sectors and Families.

**6. Tasks and Responsibilities**

* Support with ADHD Friendly School Award
* Contribute to the development of the Online Training Programme
* Design and create thoroughly researched new training programmes that meet the ever-changing needs of the client, to include:
* Pedagogy in relation to Neurodiversity in Education.
* The use of artificial intelligence technology in the design and delivery of education and training for professionals.
* Contribute articles for the Education sector media in partnership with the Leadership team at the Foundation.
* Support and collaborate in the design and delivery of training for the business, public and voluntary sectors of the economy and staff team as directed by the National Training Director.
* To enhance the development and delivery the ADHD Foundation’s therapeutic services through the creation of new training programmes in areas such as training for counsellors, coaches and related health care professions, in partnership with the leadership team.
* Support the Parenting Team in delivering training to families, Parent Carer Forums and other support organisation's.
* Design and co-create new resources for the website and other clients of the Foundation as directed.
* Promote the Foundation through public speaking, attending events, and establishing links with across all business, voluntary and Government sectors.
* To be responsible for managing your diary in the scheduling of training delivery
* Assist with promotion and marketing of training services
* To prepare and present appropriate statistical information and impact reports.
* To attend appropriate strategic and operational meetings as delegated

## 7. Quality Assurance

* The Foundation works to the following quality standards and all staff contribute to the overall Quality Assurance Framework as a minimum but always actively exceeding those standards, pioneering innovative best practice with proven outcomes.

* NICE – National Institute of Clinical Health care Excellence
* BACP – British Association of Counselling & Psychotherapy
* Special Educational Needs Code of Practice
* The UN Rights of the Child.

**8. Personnel and Professional Development**

* To participate in regular professional supervision, managerial reviews and, annual performance review
* To attend and contribute to team meetings and strategic planning days.
* To be responsible for own personal and professional development to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the National Training Director to manage to ensure that an effective service is provided.
* To maintain knowledge and keep abreast of change in policy, practice and relevant legislation informing the National Training Director and CEO of these changes.

## 9. General Responsibilities

* To implement and adhere to the ADHD Foundation’s policies, procedures and Quality Systems to provide the highest standards of service delivery and development, meeting statutory requirements and best practice.
* To comply with GDPR & the ADHD Foundation’s information governance and supporting policies including record management, information sharing and confidentiality.

* To implement and adhere to policy and practice in relation to health and safety. To adhere to the post holder's own responsibilities for health and safety within the workplace to colleagues, service users and the general public

* To carry out risk assessments and participate in risk management in accordance with the ADHD Foundation’s policies.

* To contribute to the development and implementation of quality standards within the ADHD Foundation.
* To incorporate the Equal Opportunities Policy and anti-discriminatory practice in all areas of work.

* To promote and work within the values of the ADHD Foundation effectively contributing to its objectives.
* To contribute to income generation in line with the strategic and operational objectives of the ADHD Foundation, as appropriate
* To be able to work flexibly, including evenings and weekends, as required.
* To undertake any other reasonable duties as directed by the National Training Director or CEO that may reasonably fall within the scope of the post.

This job description is not intended to be prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility at the time of writing.

The job holder is expected to be flexible in the performance of their duties and to undertake any other duties identified as appropriate to the post.

All job descriptions are subject to change from time to time and this job description will be reviewed regularly. been identified and agreed with the Director of Therapeutic Services / CEO to manage to ensure that an effective service is provided.

# **Person Specification**

Criteria required by appointee to ensure job effectiveness

**Essential Experience, Knowledge, Skills and Attributes**

* Qualified at Graduate Level including PGCE,
* Knowledge of SEND and Neurodiversity in an educational context
* Experience of planning, developing and delivering training.
* Experience of monitoring and reporting progress for quality assurance purposes
* Experience of establishing relationships with staff in external organisations
* Computer literate - ability to be able to use computerized systems including Microsoft 365, PowerPoint, and email
* Experience of working as part of a team and with a multi-agency approach
* Excellent administrative skills / project management skills and able to work in an efficient and organized manner
* Ability to work independently and autonomously
* Ability to communicate clearly and effectively in a variety of professional settings
* Commitment to undertake self-development and training
* Ability to work flexible hours
* Essential Car User and willingness to travel to work in various venues

**Desirable Experience, Knowledge, Skills and Attributes**

* Experience of working within a contract orientated and outcome driven culture
* Experience of setting and achieving targets
* Evidence of a constant pattern of learning which can be gained from relevant experience and/or training and/or education
* Experience working with Parent Carers and families.

ADHD Foundation Neurodiversity Charity is committed to creating a diverse and inclusive workplace.

We are proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

ADHD Foundation does not require disclosure to make reasonable adjustments. Please let us know how we can support you to work at your best.