

Title: Training Co-ordinator
Responsible to: Head of Outreach
Line Management: Programme Manager
Salary: £25,290 - £28,464 dependent on skills and experience
Location: Hybrid with occasional travel to Edinburgh office
Status: Full Time. Alternative working patterns will be considered
This is a fixed term contract until March 2024 (with potential to extend subject to funding). There is a potential requirement for infrequent weekend/evening working

Salvesen Mindroom Centre is a leading neurodiversity charity. Our vision is to become an internationally recognised centre of excellence in neurodiversity leadership, research, and good practice to help create a world in which no mind is left behind.

Whilst 15 - 20% of the population is estimated to be neurodivergent, neurodiversity is often cited as the last frontier in workplace diversity and inclusion with stigma, stereotypes and prejudice excluding talented individuals from joining the workforce, utilising their skills, and progressing their career.

We are keen to change this experience for new and existing neurodivergent employees by engaging with key leaders to formulate practical solutions that open career opportunities, promote inclusive practice, and create lasting impact. Against this backdrop Salvesen Mindroom Centre is preparing to launch our new Neuroinclusion at Work programme with the aim of creating more inclusive and sustainable workplaces by engaging with project partners and providing thought leadership, training, consultancy services and products. The programme will form a key part of our new SMC Strategic Plan (2023 – 2025).

This new role will support the development of our advocacy function which aims to expand our areas of work and leverage research, insights and lived experience to influence better outcomes for neurodivergent people. It complements our existing commitment to offering training to a wide range of professionals and families with lived experience of neurodiversity.

Job purpose and duties

The key purpose of the role is to support the Programme Manager to develop and deliver our current suite of training courses to a range of professionals from the public, private and third sector. The role will support our Neuroinclusion at Work programme, funded by the Workforce Equality Fund, as well as our Direct Help and Support service. To be successful in this role you will:

Deliver high quality training and services to parents, carers, and a wide range of professionals. To achieve this, you will:

- Support the Programme Manager to deliver the training function of our Neuroinclusion at Work programme which is funded by the Workforce Equality Fund
- Deliver our existing suite of training courses to parents, carers, and professionals
- Work with the Programme Manager to use research and insights to inform the future development of our training offer and ensure we promote best practice
- Build an annual training programme that responds to the needs of our stakeholders
- Identify and implement opportunities to improve accessibility, increase participation and remove barriers to engagement in training
- Respond to ad hoc requests for training/awareness raising sessions

Support the delivery of our strategic and operation plans. To achieve this, you will

- Utilise our evaluation framework to demonstrate impact
- Gather statistical data for monthly, quarterly, and annual statistical reports
- Undertake administration for training, events and our CPD accreditation
- Contribute to team development and undertake personal CPD as appropriate
- Work with the Programme Manager to identify opportunities to develop services and create resources
- Work with the Head of Outreach to contribute to policy responses
- Work in accordance with organisational child protection procedures at all times, promoting the safeguarding and welfare of children and young people
- Supporting our fundraising department in collating information for the submission of funding applications
- Contribute to the wider work of the Salvesen Mindroom Centre
- The post holder will need the flexibility required to be part of a developing team, with the ability to adapt to evolving processes and ways of working to deliver the best possible service to the families we support.

Person Specification

		Essential	Desired
Qualifications	<ul style="list-style-type: none"> • Further qualifications, degree or similar, or relevant working experience in the field of training or teaching 	✓	
Experience	<ul style="list-style-type: none"> • Experience of designing and delivering high quality training/engagement events to a range of audiences • Ability to design first class training materials in a range of accessible formats suitable for in-person and digital delivery • Experience in engagement with parents and carers or if not then strong evidence of the ability to do so • Experience of using Teams or Zoom to deliver presentations, training, or webinars 	✓ ✓ ✓ ✓	
Knowledge	<ul style="list-style-type: none"> • Familiarity with various training methods and techniques 	✓	

	<ul style="list-style-type: none"> • Knowledge or understanding of neurodevelopmental conditions and person centred, strengths-based approaches • Knowledge of relevant legislation and policy • Knowledge or experience in one or more of the following: diversity and inclusion, education, health, or social care systems • Familiarity with data protection requirements under GDPR 	 ✓ ✓ ✓	
Skills	<ul style="list-style-type: none"> • Excellent communication, organisational skills, and time management • Strong IT and office-based skills • Ability to introduce/ learn new technological systems • Ability to build effective relationships with colleagues and SMC partners, and external stakeholders 	 ✓ ✓ ✓ ✓	
Personal attributes and values	<ul style="list-style-type: none"> • Lived experience of neurodiversity • Ability to work as part of an effective team, and on own initiative • Values of honesty, integrity, fairness, and consistency • Willingness to work flexibly, in response to the needs of the organisation 	 ✓ ✓ ✓	✓
Other	<ul style="list-style-type: none"> • Clean driving licence and use of a roadworthy car. • A satisfactory PVG check (post offer of employment) 	 ✓	✓

The salary range is £25,290 - £28,464 dependent on skills and experience. This is a fixed term contract until March 2024 and continuation will be dependent on funding.

We offer 27 days annual leave, plus 8 days public holidays. The charity operates a contributory pension scheme to which the employer contribution is currently 5%. There is a mileage allowance for own car use. We have a confidential conversations service in place for all staff, currently provided by Crossreach.

PVG registration is required for this role and the successful applicant will be expected to comply with the Salvesen Mindroom Centre's policies and practice, including confidentiality and data protection.

All new employees will be required to successfully complete a 6-month probationary period.