

<b>Title:</b>	Training Co-ordinator
<b>Line manager:</b>	Training Manager
<b>Salary:</b>	£30,228 pro rata
<b>Location:</b>	Hybrid working is available
<b>Status:</b>	17.5 hours per week. This is a fixed-term contract. The working pattern will be arranged with the postholder, but availability on Tuesday, Wednesday, or Thursday is required.

Mindroom is a charity that champions all forms of neurodiversity and supports all kinds of minds. Our mission is to be a leading centre for change in how we live, work and learn. We achieve this through support, education, advocacy, and research.

We have an exciting opportunity for a new team member to play a vital role in developing and delivering our training programme. Working collaboratively with our partners, the Whole Family Well-being Fund programme aims to establish a comprehensive one-stop shop for neurodivergent children, young people, parents, caregivers, and professionals across Edinburgh. This role's primary focus will be developing training services that cater to the project's specific training needs.

### **Job Purpose and Duties**

The role's key purpose is to support the Training Manager in developing and delivering our current training courses. This will involve a range of responsibilities, including course marketing, development, delivery, and evaluation.

The role will support our Whole Family and Well-being Fund programme, funded by the City of Edinburgh Council. To achieve this, you will:

- Support the Training Manager in delivering the training function of our Whole Family and Well-being Fund programme.
- Develop and deliver a range of training courses relating to neurodiversity via webinars and in-person training.
- Work with the Training Manager to use research and insights to inform the future development of our training offer and ensure we promote best practices.
- Contribute to building and marketing 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.

- Build and maintain high-quality professional relationships with internal and external stakeholders, including funders and partner organisations.
- Develop bespoke training by request.

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 Training Manager to identify opportunities to develop services and create resources.
- Work in accordance with organisational child protection procedures at all times, promoting the safeguarding and welfare of children and young people.
- Contribute to the broader work of Mindroom.
- Be flexible and adaptable in this role.

### Person Specification

		Essential	Desired
Qualifications	<ul style="list-style-type: none"> <li>• Further qualifications, degree, similar, <b>or</b> relevant working experience in developing and delivering training.</li> </ul>	✓	
Experience	<ul style="list-style-type: none"> <li>• Experience in developing and delivering high-quality training on neurodiversity-related issues.</li> <li>• Experience in creating high-quality training materials and resources.</li> </ul>	✓  ✓	
Knowledge	<ul style="list-style-type: none"> <li>• A good understanding of equality legislation and current best practices concerning diversity and inclusion.</li> <li>• An in-depth understanding of neurodiversity.</li> <li>• Familiarity with data protection requirements under GDPR.</li> </ul>	✓  ✓  ✓	

Skills	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• Excellent communication, presentation, and interpersonal skills.</li> <li>• Ability to build effective relationships with colleagues and external stakeholders.</li> <li>• Strong IT and office-based skills and familiarity with the use of databases</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
Personal attributes and values	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Values of honesty, integrity, fairness, and consistency.</li> <li>• Lived experience of neurodiversity.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	✓
Other	<ul style="list-style-type: none"> <li>• Clean driving licence and use of a roadworthy car.</li> <li>• A satisfactory PVG check (post-offer of employment) – ongoing PVG eligibility is required for the role.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	✓

The salary for this fixed-term contract is £30,228 pro rata, ending June 2026. We aim to extend the post past June 2026, but this will depend on securing future funding.

We offer hybrid working to enable significant work from home. The role will require travel to our head office in Edinburgh. The post holder is expected to deliver in-person training sessions as needed.

We offer 27 days of annual leave plus 8 days of public holidays, which are pro rata for part-time employees. There is a mileage allowance for own car use. Mindroom operates a contributory pension scheme, to which the employer contribution is currently 5%. We currently provide a confidential conversations service for all staff. A TOIL policy covers out-of-hours work.

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

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