



Coventry City Council

## Job Description

<b>Job Title:</b>	Workforce Children and Families Trainer	<b>Job Number:</b>	
<b>Service:</b>	Childrens Services	<b>Grade:</b>	8
<b>Location:</b>	Citywide		

### Job Purpose:

To support the Principle Social Worker for Workforce Development & Learning to implement a city-wide, comprehensive Workforce Development programme for the Childrens Services Workforce by responding to identified training needs and meeting statutory and other relevant requirements.

To help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups. Assessing the skills and knowledge within the service and determine what training is needed to grow and retain these skills.

Plan and assess the 'return on investment' of any training or development programme and manage budget.

### Main Duties and Responsibilities:

- Work with Operational Leads to identify learning needs and prioritise staff for training and continuing professional development opportunities.
- Manage an advice and support system for training and qualification opportunities for the Childrens Services workforce.
- Amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment.
- Work with Operational Leads and those managing and supervising practitioners to develop culturally competent practice, to integrate theory, knowledge and practice, and to reflect and evaluate their own learning that promotes a culture of continuous improvement.
- Support Coventry to recruit, retain and develop the best competent workforce, making the City Council the business people want to come and work for.
- Deliver learning and improvement opportunities that takes account of statutory, regulatory, county council and multi-agency requirements.
- Contribute to the design and delivery of a range of in-house training and external training programmes deemed appropriate and necessary.
- Commission and manage a framework of approved training providers to ensure best value for money and quality of training providers.
- Maintain effective relationships with colleagues to ensure the workforce agenda is joined up and responsive to new initiatives and priorities.
- Co-ordinate, analyse and report feedback and evaluation from learning and development events and develop improvement plans where appropriate

- Support the Principle Social Worker with negotiating and managing contracts with external training providers to ensure they meet the requirements for statutory training and those of the Coventry City Councils Childrens Services.
  - To keep up to date with developments in the children and families agenda.
  - To support and evaluate the impact of learning in improving outcomes to children, young people and their families
  - To contribute to business sustainability by ensuring efficient use of resources and identifying opportunities for income generation.
  - Be prepared to contribute to the changing financial environment striving to improve efficiency and realise financial savings and income generation.
  - Promote and embed the culture, vision and values of the organization.
  - Any other duties and responsibilities within the range of the salary grade.
- 

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:**

**Date Reviewed:** August 2020

**Updated:** August 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	Workforce Children and Families Trainer	<b>Job Number:</b>	
<b>Service:</b>	Childrens Services	<b>Grade:</b>	8
<b>Location:</b>	Citywide		

Area	Description
------	-------------

<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge and experience of Social Work England professional standards, professional capabilities framework and knowledge and skills statements.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of models of Coaching and Mentoring</li></ul>
	<ul style="list-style-type: none"><li>• Expert knowledge and understanding of Local Authority duties in relation to the Childrens Services Workforce</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of budgetary and financial systems within Local Authority setting.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Ability and experience of working collaboratively with a range of colleagues from a variety of sectors, including private, voluntary, public sector, education, health, social care criminal justice and advisory services in developing an integrated workforce development offer</li></ul>
	<ul style="list-style-type: none"><li>• Ability to assess, teach and manage professional learners in practice</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work with others in a variety of roles within this and other organisations</li></ul>
	<ul style="list-style-type: none"><li>• Ability to source and research information and data using formal and informal channels.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to link knowledge/ research to practice</li></ul>
	<ul style="list-style-type: none"><li>• Ability to write accurate and effective reports</li></ul>
	<ul style="list-style-type: none"><li>• Excellent communication skills – both verbally and in writing</li></ul>
	<ul style="list-style-type: none"><li>• Ability to give verbal and written feedback to support learning in practice</li></ul>
	<ul style="list-style-type: none"><li>• Strong team working skills and a collaborative approach to learning, both face-to-face and remotely</li></ul>
	<ul style="list-style-type: none"><li>• Good time-keeping skills and the ability to multitask to enable you to effectively manage training schedules</li></ul>
	<ul style="list-style-type: none"><li>• Personally organised, and able to deliver on a number of concurrent workforce projects</li></ul>
	<ul style="list-style-type: none"><li>• Ability to use appropriate information technology software packages.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Direct learning and training experience</li></ul>
--------------------	---



Coventry City Council

	<ul style="list-style-type: none"> <li>• Demonstrable experience of leading improvement and challenging the quality of social work practice</li> </ul>
	<ul style="list-style-type: none"> <li>• Relevant experience of working in the service area / related professional field, with evidence of work responsibilities appropriate to the role and evidence of appropriate specialist expertise</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working in social care and experience of training and development work and operations</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of planning, implementing and evaluating workforce development programmes</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Degree/MA in Social Work, Dip SW, or CQSW, or a Social Work England validated equivalent from another country.</li> </ul>
	<ul style="list-style-type: none"> <li>• Registration with Social Work England.</li> </ul>

<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
------------------------------	--

**Date Reviewed:** August 2020

**Updated:** August 2020