

## Role Description

Position Title: National Training Officer (NTO)

Reporting To: [Specify Leadership Role or Committee]

Commitment: [Specify hours or frequency, e.g., part-time, monthly meetings]

Location: [Specify location or indicate flexibility, e.g., remote or in-person]

## Purpose of the Role

The National Training Officer is responsible for the planning, organization, and delivery of training programs to enhance the skills, knowledge, and effectiveness of members within the Plus social group. This role ensures that all volunteers are equipped to perform their duties safely and effectively while fostering personal development and engagement.

## Key Responsibilities

### 1. Training Development and Delivery:

- Design and develop tailored training programs based on the group's mission, objectives, and member needs.
- Facilitate training sessions, workshops, and practical exercises for members.
- Coordinate guest trainers or subject-matter experts when needed.

### 2. Needs Assessment and Evaluation:

- Identify training needs through surveys, feedback, or consultation with members and leadership.
- Evaluate the effectiveness of training programs and implement improvements based on feedback.

### 3. Compliance and Standards:

- Ensure all training complies with organizational policies, health and safety regulations, and relevant legal standards.
- Maintain accurate records of training attendance, certifications, and materials.

### 4. Support and Guidance:

- Provide ongoing support and mentorship to volunteers in their learning journeys.
- Offer advice on further development opportunities or external training resources.

### 5. Collaboration:

- Work closely with leadership and other officers to align training programs with organizational goals.
- Coordinate with team leaders to schedule training sessions without disrupting other activities.

#### 6. Resource Management:

- Maintain and manage training materials, equipment, and resources.
- Propose and manage a budget for training activities if applicable.

#### Key Skills and Attributes

- Strong communication and presentation skills.
- Experience in training, coaching, or mentoring (formal or informal).
- Organizational and planning abilities.
- Adaptability to diverse training needs and learning styles.
- Knowledge of the voluntary sector and/or relevant technical expertise.
- Commitment to the values and mission of the group.

#### Benefits of the Role

- Opportunity to contribute meaningfully to the development and success of the group.
- Gain experience in training and development within a voluntary setting.
- Develop leadership, coaching, and organizational skills.
- Be part of a supportive and collaborative team.

#### Application and Requirements

[Specify any prerequisites such as DBS checks, certifications, or prior experience.]

Interested individuals should contact [Contact Person/Department] or submit an application to [Email Address/Website].