



JOB DESCRIPTION

- Job Title:** Health and Social Care Trainer
- Hours:** 16 hours per week, which may include early mornings, evenings and weekend work as required
- Place of Work:** The post holder will be based at Head Office and attend other locations as required to carry out the duties of this post
- Purpose of Post:**
- Ensuring Regulatory Compliance: Delivering training that meets statutory requirements and national standards, such as the Care Certificate and health and safety regulations, to ensure the organisation operates legally.
 - Improving Quality of Care: Enhancing the competence of staff in areas such as safeguarding and medication management to improve the well-being and safety of the people we support.
 - Promoting Best Practices: Keeping the workforce updated on the latest research, legislative changes, and ethical standards within the sector.
 - Developing Professionalism: Fostering a culture of empathy, dignity, and respect, ensuring that care and support workers understand how to empower individuals and protect their rights.
 - Creating tailored learning and development programmes to address specific gaps or new challenges within our services.
 - By bridging the gap between policy and practice, ensure that staff are compliant, confident and compassionate in their roles.
- Reporting to:** Learning and Development Manager
- Accountable to:** The Chief Executive and Board of Trustees
- Specific Responsibilities:**
1. To contribute to the provision and management of all learning and development activities in compliance with statutory, professional and contractual standards.
 2. To work in cooperation with the staff, volunteers, Managers, Senior Management Team and Trustees.
 3. To take all reasonable steps to further the aims and objectives of the Charity.

**Main Duties
and Responsibilities:**

1. Training Delivery: Deliver induction programmes for new staff and refresher training for existing staff (e.g. Moving and Handling, Emergency First Aid at Work, Safeguarding, Medication Administration, and Dementia Care).
2. Competency Assessment: Observe staff in practice to assess competency levels and provide constructive feedback or targeted coaching where improvements are needed.
3. Compliance Management: Maintain accurate electronic and paper-based training records to ensure the organisation meets audit requirements (e.g. CQC and local authority standards).
4. Quality Improvement: Working with Managers, identify skill gaps within staff teams through performance reviews and feedback, developing specialised workshops to address specific care needs.
5. With the Learning and Development Manager, plan and deliver training to all staff to support ongoing learning and development and to ensure teams are equipped with the values, behaviours and attitudes to perform their roles to the highest standards.
6. Work in partnership with line managers to improve attendance on training courses and completion of refresher training, identifying areas for improvement and making recommendations for positive change.

Other:

1. Represent the company in contact with a range of external agencies, through attending various meetings/forums and developing beneficial partnerships.
2. Maintain detailed records as required.
3. Maintain your own continuous personal development (CPD) plan and record to continually develop your knowledge and skills.
4. Implement and maintain the quality standards we work to, monitoring/auditing quality and compliance as appropriate.
5. Such other duties as may be allocated by the Learning and Development Manager.
6. Conduct yourself at all times in a manner which is complementary to the ideals, goals and expectations of a caring establishment.

March 2026