

Job Description

Training and Project Manager



Revised Jan 12

The Directors of Friends of Holly Hayes Wood are seeking an experienced person to develop and manage a new training scheme, and establish the Junior Rangers Scheme, all within an agreed Woodland Management Plan. This post may include assessing some external candidates in other work places. The nature of the community project means that many of our learners are traditionally marginalized, and therefore a more creative approach is required to delivering the learning at times. A proportion of our learners may have learning difficulties.

The group are seeking an experienced trainer and qualified assessor with a strong background in Land Management to lead the new training project. The person appointed will take control of the NVQ and possibly the foundation learning delivery and all assessment, ensuring a quality delivery of training, and all qualification requirements are met. In addition they will be responsible for ensuring good practice and that all training is compliant with the Agreed Woodland Management Plan, and ensuring Health and Safety.

The post advertised is funded until March 2013, and employment after that date will be subject to funding.

Training Scheme Management

- Management of Training Staff
- Assessing and Tutoring in house and External Trainees in their diploma and apprentice qualifications
- Some visiting of learners in external work places
- Maintaining documentation on learners and preparing portfolios
- Planning and implementing initial assessments and course reviews with learners
- Creating learner portfolios to agreed standards
- Working closely with Verifiers and Management
- Working closely with partner groups to ensure a holistic provision for our learners e.g. foundation learning providers
- Ensuring Compliance with examination board requirements and other legal requirements
- Ensuring a quality provision for the learner

Desirable

- the ability to deliver foundation learning

Project Management Work

- Advising the Board of Directors on day to day management issues
- Working with the Board of Directors to ensure all training is in accordance with the Agreed Woodland Management Plan
- Carrying out Risk Assessments and preparing Method Statements for works to be carried out by trainees
- Establishing and running the Junior Rangers Scheme

- Engaging with potential users of the project to increase usage
- Assisting with publicity and marketing of the woodland and training projects
- Planning special events for fund raising and general community awareness
- Attendance at community and networking events to raise the profile of the project and attracting trainees

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> ● Qualified and Experienced Assessor ● Experience of Land Management training delivery ● Experience of delivering Apprenticeships ● Knowledge of portfolios and other documentation relating to qualifications ● Ability to agree ILPs with learners ● Experience of quality control in an educational setting ● Creative approach to learning and teaching ● Experience of Land Management at management level ● Ability to carry out Risk Assessment and prepare Method Statements in relation to training and other woodland activities ● Knowledge of Budgetary Control ● Experience of managing staff ● Knowledge of Health and Safety, Safeguarding and other legal requirements ● Ability to implement and monitor systems developed in conjunction with the Board of Directors ● Willingness to attend or run community events both in the woods and at other venues ● Ability to drive and access to a vehicle ● Willingness to work outside of normal hours and work place ● Flexibility ● Excellent people skills 	<ul style="list-style-type: none"> ● Qualified IV ● Experience of delivering foundation learning ● Experience of working with learners with learning difficulties ● Experience of working with learners from traditionally marginalized groups eg. School Pupils at risk of exclusion, long term unemployed ● Experience of working/running youth groups ● Experience of marketing ● Experience of organizing fund raising/recruitment events ● Experience of the Voluntary Sector ● First Aid Qualification ● Additional land management and woodland qualifications –eg chainsaw certificates etc