

Job Description

Deputy Training and Project Manager

Revised Jan 12



The Directors of Friends of Holly Hayes Wood are seeking an experienced person to assist with developing and running a new training scheme, and establishing the Junior Rangers Scheme, all within an agreed Woodland Management Plan. 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 with a strong background in Land Management to work on the new training project. The person appointed will assist with the delivery of the NVQ and possibly the foundation learning, working with the Training and Project Manager to ensure a quality experience and all qualification requirements are achieved. In addition they will assist with ensuring good practice and that all training is compliant with the Agreed Woodland Management Plan, and ensuring Health and Safety. The successful candidate will be funded to achieve an assessors qualification if they do not already have this.

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

Training Scheme Management

- Working with trainees, some of whom are from traditionally marginalised groups, to deliver vocational skills in land management, along with life skills and employability skills.
- Assisting with the maintenance of documentation on learners and preparing portfolios
- Assisting with initial assessments and course reviews with learners
- Creating learner portfolios to agreed standards
- Working closely with Assessors, Verifiers and Management
- Working closely with partner groups to ensure a holistic provision for our learners e.g. foundation learning providers
- Helping to ensure Compliance with examination board requirements and other legal requirements
- Ensuring a quality provision for the learner

Desirable

- the ability to deliver foundation learning
- qualified assessor, or willingness to train

Project Management Work

- Assisting with establishing and running the Junior Rangers Scheme
- Engaging with potential users of the training scheme project to increase usage

- Assisting with publicity and marketing of the 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"> ● Experience of Land Management training delivery ● Experience of woodland and meadow management ● Knowledge of portfolios and other documentation relating to qualifications ● Creative approach to learning and teaching ● Willingness to train as an assessor ● Ability to carry out Risk Assessment and prepare Method Statements in relation to training and other woodland activities ● Knowledge of Budgetary Control ● 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 Assessor ● 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 ● Experience of delivering Apprenticeships ● Ability to agree ILPs with learners ● Experience of quality control in an educational setting ● Experience of Land Management at management level ● First Aid Qualification ● Additional land management and woodland qualifications –eg chainsaw certificates etc