

## Job Description

<b>Job Title:</b>	Trainer and resource developer
<b>Service:</b>	Coram Beanstalk
<b>Reporting to:</b>	Learning and Development Manager
<b>Salary Range:</b>	£14,000-£15,000
<b>Work Pattern:</b>	21 hours pw NB Flexible working would be considered, with the full annual hours worked across term time only.
<b>Contract Type</b>	Permanent

Coram Beanstalk wants a future where every child becomes a reader.

We enable people to give children positive experiences of reading through the wider support they need to switch on to reading, learn to read and become confident, independent readers.

We manage over 1,000 volunteers as part of our core business: one to one reading support in primary schools. We also deliver early years and secondary programmes, and training and support to parents/carers, school communities and other organisations. We generate income from these customers and a range of fundraising sources, and the quality and reputation of our volunteers is critical to Coram Beanstalk's success.

Operating within the Coram Group, Coram Beanstalk has a small and dynamic staff team, with the Salesforce system sitting at the heart of all our activities.

### Purpose of the role:

Predominantly delivering online courses our trainer and resource developer ensures our volunteers receive a friendly and informative introduction to Coram Beanstalk and deliver professional, interactive training to external groups including secondary school pupils. They will also play a role in developing our ongoing learning and development offer for volunteers, secondary pupils and other external groups.

Sitting within our small training team, they will deliver live, online, training sessions via Zoom and run in-person activity sessions for Early Years children and their parents within our new Books Together programme. The role will also input into training reviews and support the maintenance and development of our materials, resources and content for training and other external channels.

Our Trainer and resource developer will have a genuine interest in reading for pleasure and maintain their own knowledge by keeping abreast of the latest developments and trends to maintain and promote the credibility and reputation of our work. They may represent us at external events and deliver in-person training and workshops to share our reading for pleasure expertise with our school communities and supporters.

## **Main duties & Responsibilities**

### **Delivery and development**

- Deliver set content via interactive training courses predominantly online via Zoom to groups of community volunteers, secondary school students and other external audiences.
- Deliver in-person activity sessions for Early Years children and their parents.
- Liaise with secondary school personnel to ensure online training delivery is correctly set up and is a good experience for students involved.
- Input into the development of new training and resource content review and revision of existing content.
- On occasion, represent Coram Beanstalk to deliver talks, workshops, and presentations online and in person to a range of audiences including educational professionals.
- Deliver our training courses to in-person groups.

### **Process and systems**

- Be alert to any concerns about potential or existing volunteers and escalate as appropriate.
- Use our Salesforce database to record activities and interaction with volunteers and other contacts.
- Make recommendations for improvement to system and process to ensure we continue to deliver a quality experience to our volunteers and schools.

### **General**

- To ensure that all functions and activities are carried out in accordance with Beanstalk's policies and procedures.
- To perform any other reasonable duties as assigned.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR)

