Job Description

Designation: Training Support

Salary: £8.41 per hour

Location: Broxtowe Youth Homelessness (Stapleford)

Hours of Duty: 6 hrs per week to suit the needs of the project

Responsible to: Project Manager

This a 3 month contract.

Flexible working will be required, including some evening work when necessary.

**MAIN DUTIES**

1. To support and assist with the promotion and booking of Believe and Achieve.
2. To assist with the preparation of resources and refreshments for each course.
3. To support with the delivery of Believe and Achieve.
4. Engage with young people to promote other BYH services.
5. To support with any admin tasks as required.
6. Attend standardisation meeting with staff team to discuss any changes/improvements that can be made to the training.
7. Complete a Level 2 Award in Employability Skills.
8. Work within professional boundaries always – to include safeguarding, confidentiality and equal opportunities policies.
9. To attend and take part in appropriate training, team meetings and supervision.
10. Any other duties which may be regarded as within the nature of the duties and responsibilities of the post as defined. This is subject to the provision that normally any changes of a permanent nature shall be incorporated by negotiation into the Job Description in specific terms.