Job title	Essential Skills Trainer to deliver training across Literacy, Numeracy and/or ICT
Organisation Profile	NOW Group is an award-winning social enterprise operating across Belfast and Dublin. We are committed to working with individuals and businesses to unlock potential and create meaningful, lasting change across the island of Ireland. Our work focuses on supporting people who are neurodiverse, autistic, or have a learning disability, helping them to build skills and progress into sustainable, future-focused employment. Through tailored training programmes, inclusive job opportunities, and community-based support, we empower individuals to achieve their goals and thrive in the workplace.
Candidate Brief	As an Essential Skills Trainer within the Skills for Life and Work team you will be responsible for the development and delivery of Essential Skills qualifications Literacy and/or Numeracy and/or ICT from Entry Level to Level 2. You will deliver across all areas, ensuring participants receive the training required to achieve their qualifications required to provide choices for progression into employment. The Essential Skills Trainer will continue to develop our training programmes and resources that match individual training plans for participants in line with their career aspirations.
Location	Based in Enniskillen with requirement to travel across NI as/when required
Reports to	Training Development Manager
Hours	12 hours per week
Salary scale	£31,157.00 (£9,970.40 per annum pro rata)
Benefits	25 days annual leave plus 12 statutory days Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counselling & Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike 2 Work Scheme Holiday purchase scheme Flexible working & Wellbeing initiatives

Main Responsibilities

1. Work in collaboration with colleagues across NOW Group services to develop and deliver high quality specialised training courses relevant to individual participant goals and aspirations.
2. Produce high quality resources, schemes of work and lesson plans ensuring differentiation to suit the level of participant.
3. Deliver virtual group sessions: Deliver engaging sessions Face to Face, on-line teaching & learning technologies Ensure integration of relevant learning technologies (ILT) in all teaching and learning and actively secure skills in use of relevant equipment.
4. Accountable for timely submission and marking of learner assignments and projects.
5. Actively promote NOW Group Training and Employment Services and products.
6. Contribute to the promotion of NOW Group services through a range of media as required.
7. Comply with organisational, project and legal codes of practice and conduct and attend all mandatory training to ensure compliance.
8. Ensure accurate record keeping of participant attendance, retention, and progression in compliance with organisational data protection and confidentiality policy.
9. Ensure that all accredited training is developed and delivered in line with relevant awarding body quality standards.
10. Undertake regular quality audits to ensure compliance with organisational and funder guidelines.
11. Contribute to the achievement of organisational Scorecard targets and strategic objectives.
12. Comply fully with NOW Group's 'Organisational Approach to Safeguarding.'

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

Access NI

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at AccessNI Code of Practice (nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.

Personnel Specification

Essential Criteria

1. A full current driving license and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license
2. Ability to be flexible and adaptable - hours are flexible and may involve evening and weekend work as required. This role is also peripatetic.
3. GCSE in English and Mathematics
4. Hold relevant qualifications to deliver Essential Skills Literacy and/or Numeracy/or IT
5. Hold a Certificate in Teaching (CIT)
6. Minium of 2 years paid experience of delivering accredited training programmes to either:
   - Children or young people
   - Adults with barriers to learning
   - Participants with learning disabilities/difficulties
7. Proven experience of working with Accreditation Bodies
8. Experience of assessment and moderation

Desirable Criteria

1. Hold Internal verifier/ moderator qualifications
2. Hold Qualification to deliver Essential Skills Literacy and/or Numeracy/or IT

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.

June 2026