Job title	Specialised Trainer
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 a Specialist Trainer in the Skills for Life and Work Team you will develop and deliver training in at least one of the following vocational subjects: Catering & Hospitality, Retail, ICT, providing participants with the highest quality support to ensure that each individual receives the training they require for progression into employment. The post holder will develop individual training plans for participants in line with their desired progression route whilst promoting and participating in the delivery of all NOW Group training services and products.
Location	Based in NOW Group's Belfast site with requirement to travel across NI as/when required
Reports to	Programme Manager
Hours	37.5 hours per week
Salary scale	£29,097.50 per annum
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

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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. Develop and deliver high quality accredited training courses and academies in at least one of the following vocational subjects – ICT, Retail Catering & Hospitality and courses in a variety of soft skills subjects (e.g. Employability, Money Management, Personal Development).
3. Deliver internal mandatory and developmental training sessions to NOW Group staff and a range of training courses to External Organisations as required.
4. Ensure integration of relevant learning technologies (ILT) in all teaching and learning and actively secure skills in use of relevant equipment.
5. Produce high quality resources, schemes of work and lesson plans ensuring differentiation to suit the level of participant.
6. Develop excellent relationships with partners and stakeholders, representing NOW at events by delivering presentations, participating in discussions and explaining the work of the organisation.
7. Contribute to the achievement of targets within the Organisational Scorecard and NOW Group's strategic objectives.
8. Promote the NOW Group brand and tell our story through social media engagement, attending events, use of marketing materials and other key communication tools.
9. Take part in regular quality audits to ensure compliance with organisational and funder guidelines.
10. 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.

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 require. This role is also peripatetic.
3. GCSE in English and Mathematics
4. Certificate in Teaching or an equivalent training qualification
5. Be a subject specialist in one of the following vocational areas: ICT, Retail, Customer Service, Catering & Hospitality
6. Minium of 1 year's paid experience 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 qualification to deliver Essential Skills
2. Hold Internal verifier/ moderator qualifications

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.

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