



TRAINING & ACCREDITATION OFFICER 19-20K PRO RATA – 15 HRS/WK, 4 YEAR FIXED TERM CONTRACT BASED AT ABERYSTWYTH OFFICE

- 1) To co-ordinate the Agored Cymru Accreditation for Tir Coed projects.
- 2) To liaise with project delivery partners to monitor accreditation processes and ensure quality standards
- 3) To maintain/develop accreditation recording and reporting systems
- 4) To co-ordinate, administer and develop Tir Coed certification & feedback for progression training courses
- 5) To support the Accreditation Manager in the development of content for new units and new projects and clients

KEY WORK AREAS:

Support the provision of a Quality Accreditation Service:

- Ensure delivery is in line with Tir Coed's Quality Assurance System
- Regularly review and standardise accreditation delivery with all staff involved in the accredited programmes
- Regularly monitor procedures and records to ensure continual development of accreditation services
- Provide Accreditation Manager with required evidence to ensure Agored Centre status is upheld through its External Quality Review
- Support the Accreditation Assistant to fulfil their role in accreditation delivery

Deliver Accreditation:

- Promote accreditation
- Register, induct and track learners through accreditation system
- Induct tutors/support tutors ensuring all are aware of their contractual obligations
- Support tutors/support tutors through the accreditation process
- Design/update learners workbooks as necessary
- Design, compile & review bespoke Daily Logs for each training course
- Carry out internal verification on each course
- Prepare claims for credits and evaluation materials
- Research/identify potential areas for new unit delivery



Maintain Tir Coed's Agored Cymru Centre Status:

- Keep comprehensive records of all systems and processes as evidence for Tir Coed's Quality Assurance
- Provide Internal Verification evidence to Accreditation Manager on request to support the Agored Cymru External Quality Reviews in order to maintain Tir Coed's Centre Status
- Co-ordinate and facilitate training days for Tir Coed tutors and Project Officers in relation to accreditation services

Manage the accreditation budget for the Project:

- Supply information for the Tir Coed Finance Manager to undertake financial monitoring
- Prepare Quarterly Progress Reports for Funders and the Tir Coed Board
- Oversee the monitoring of the accreditation, ensuring that the Outputs and Outcomes agreed with each funder are being met
- Attend regular Team Meetings

Development:

- Support the Accreditation Manager, as required, in developing Tir Coed's training and accreditation services

QUALIFICATIONS AND EXPERIENCE:

The following competencies are:

Essential:

- Experience in a training environment, including internal verification
- The ability to organise and time-manage effectively, to meet deadlines where necessary
- The ability to work independently and methodically, with a high degree of accuracy
- Excellent written and verbal communication skills suited to a wide range of people, including participants, tutors and partners and clients in the public, private and voluntary sectors
- Expertise with all basic Microsoft packages including Outlook, Excel, Word and Publisher, and image handling software, in order to produce reports, documents and records
- Flexible team player, to fit in well with a close-knit supportive team
- Current driving licence and access to a vehicle which is insured for business use

Desirable:

- Experience of working with disadvantaged individuals or groups, especially NEETs
- The ability to converse fluently and write to a high standard of Welsh
- Interest in Tir Coed's work in training and engaging people in woodlands
- Previous experience in a similar role



- Experience of working on funded programmes

ADDITIONAL INFORMATION

Salary:

The salary is £19-20K pro rata and is paid monthly in arrears.

Hours:

This is a part-time post based on 15 hours per week. Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given. These hours may increase over time.

Annual Leave:

The post holder will have 8 days of annual leave a year, plus bank holidays on a pro rata basis, totalling 11.2 days.

Probationary Period:

A probationary period of 6 months will apply, ending with a meeting with an Executive Officer to ensure the post-holder is right for the post.

Location:

Location of the post will be in our Aberystwyth office, but regular travel to woodland and other training sites will be required. Occasional travel will be required to partners' offices, network meetings and other clients' sites.

Travel and Subsistence:

Where staff are required to travel by road on official business outside of travel to normal work locations, there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle.