



Ipswich Borough Council
Job Description: **B51**

Training Officer

Main Purpose of Job

To undertake the training of the IBC employees, and external candidates, including the organisation and assessment of staged incidents. The Training Officer will deliver training for internal services and external partners, and all associated administrative tasks related to the provision of the training programme.

Main Duties

1. To prepare and deliver suitable and sufficient training modules on the safe operation of swimming pools, with particular regard to Life guarding and First Aid skills and wider topics as agreed by the Training Development Manager.
2. Support the co-ordination of suitable numbers of external Assessors for all courses.
3. To liaise with all relevant external bodies (e.g. RLSS, ISRM etc) on the development and implementation of courses where applicable.
4. To undertake administrative tasks, in relation to all training, including keeping attendance records, financial expenditure and income records, and the purchase of materials and equipment relevant to the delivery of training courses.
5. To ensure that the Council's policies of Equal Opportunities are actively pursued and promoted.
6. To be aware of, and act in accordance with, the Council's and Swimming Centre's Health & Safety policies and procedures.
7. To maintain the post holder's own knowledge and skills in Lifesaving, Life guarding and First Aid, and to maintain a current RLSS Trainer/Assessor, and Life Support 3 qualification
8. To attend any necessary up-date seminars/courses to enable the post holder to effectively perform this function.

Such variations and projects as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



IPSWICH
BOROUGH COUNCIL

PERSON SPECIFICATION

Training Officer B51

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<u>Knowledge / Qualifications</u>	IQL RLSS Life support 3 Award QCF Level 4 City & Guilds Preparing To Teach In The Lifelong Learning Sector QCF Level 4 IQL RLSS trainer assessor award or equivalent. QCF Level 2 IQL RLSS First aid at Work Award IQL RLSS De-Fib Trainer Assessor Award QCF Level 2 IQL RLSS National Pool Lifeguard Qualification Suffolk Safeguarding Level 3 or equivalent	IOS National Pool Plant Operations Certificate Additional Health & Safety Training & Assessing Qualifications Mentor Training Qualification IQL Internal Verifiers Certification	Application/Interview
<u>Work related experience, skills and competencies</u>	Prior experience of course assessments and organisation. Ensure your own qualifications are up to date and in line with professional bodies Gives clear professional guidance to groups and individuals to ensure training is effective The ability to organise, plan and deliver training material to a group of candidates Experience of dealing with	Experience of managing and establishing an effective and viable training programme Previous experience of working as a trainer Worked in the leisure industry Thorough knowledge of training record management in regards to staff training through professional body guidelines Attends Professional	Application/Interview

	administrative tasks, ordering equipment, using software for paying and raising invoices.	Training Update Courses when required to upskill For Current Job Role Employee engagement through methods such as PDR's and one to one	
Personal skills	Deals with other people in a respectful and positive manner at all times Excellent time management skills to ensure sessions and effective. The need to be organised, professional and confident to deliver effective training sessions		Interview/application
Special working conditions	Flexible approach to working hours. Subject to satisfactory DBS checks Ability to work at various Council sites and other venues as deemed necessary by the training programme	Current driving licence.	Interview/application