



We're a social enterprise supporting people with learning difficulties and autism into jobs with a future

Job title	Associate First Aid Trainer
Main Function	To deliver accredited Level 3 Award training in First Aid at Work on an 'as and when required' basis on behalf of NOW Group. The candidate will have experience educating and assessing a wide range of clients in the ability to execute First Aid at work and will have flexibility to deliver training around our training schedule.
Location	Any training location specified (across NI)
Reports to	Training Development Manager
Hourly rate	Available on request

Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.

Main Responsibilities

1. Deliver practical and technical learning sessions to learners.
2. Design lesson plans appropriate to qualification being delivered.
3. Maintain high levels of quality in accordance with NOW Groups Quality Assurance standards and awarding body specification.
4. Undertake personal training as necessary to maintain high quality standards of work.
5. Produce internal and external reports as required.
6. Develop and maintain relationships with NOW Group stakeholders.



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Personnel Specification

Essential Criteria

1. A full current driving licence and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.
2. Ability to be flexible and adaptable - hours are flexible and may involve evening and weekend work as required.
3. A first Aid at work qualification/medical registration
4. An education and or training qualification (Level 3 or above)
5. An assessor qualification (Level 3 or above)
6. At least 1 years' experience of delivering and assessing certified First Aid training
7. Evidence of continued professional development (CPD) within the relevant area.

Desirable Criteria

1. Internal Verifier Qualification
2. Own or have access to resuscitation manikin

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.

Please note that employment with NOW Group may be subject to a check from the Access NI Service. For positions in regulated activity a check of the Data Barring Service (DBS) will be required. For further information please refer to the Access NI Code of Practice at: <http://www.nidirect.gov.uk/accessni>

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. These are displayed on the next sheet. **Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.**

NOW Values	Behaviours -All Staff	Behaviours -Managers
Courage We challenge convention, ourselves and each other. We have the strength, willingness and determination to initiate, make things happen and to carry them through.	Takes practical approach to problem solving, proposes solutions rather than presenting problems.	Demonstrates creativity and innovation in development of solutions
	Uses initiative	Has confidence to address difficult situations using effective negotiation skills with internal and external stakeholders
	Is resilient, flexible and embraces change.	Embraces organisational change and supports staff to see it through to implementation
Accountability We are all champions of NOW Group. We take personal responsibility for achieving our objectives. We act with openness, integrity and trust. We ask for help, admit to our mistakes and put things right.	Committed to learning and developing in work	Is accountable for team performance, setting clear but challenging objectives which stretch develop and motivate staff
	Is open and honest when things don't go to plan. Reflects on own practice to improve.	Adheres to organisational guidelines in management of contracts, funds, data and personnel
	Takes responsibility	Acts as a strong role model for team, demonstrating commitment to the organisation and its leadership
Collaboration We are one company across all services and locations. We work towards a common goal through cooperation and teamwork. We are all NOW Group people and treat each other with respect regardless of status	Is a strong team member, supportive of all colleagues and flexible.	Supports other teams and managers taking a corporate approach to meeting organisational objectives
	Communicates well with colleagues in other teams, shares ideas and knowledge	Communicates effectively to team to build trust and break down barriers
	Is an Ambassador for NOW and actively promotes all areas of the business.	Engages a range of customers and stakeholders using external networks to ensure organisational growth and success
Impact Our services change lives. We listen to our participants*, their families and communities and use continuous improvement to deliver results. We are relentless in our pursuit of success and excellence. <i>(*also external and internal customer)</i>	Looks for and suggests ways to improve own and team performance	Committed to delivering high quality services through continuous improvement of own service
	Puts the participant/customer at the heart of service delivery, delivering services that make a difference	Seeks and uses feedback from participants/customers to make improvements to service delivery
	Always delivers to highest quality	Seeks and uses relevant data to measure impact of service