

**Role Description**

**Our vision:**

*A world where everyone can love later life*

**Our mission:**

*To help people enjoy a better later life*

**Job Title:**

*Age Friendly Training Coordinator*

**Our values:**

*We are passionate and determined about making later life better*

*We work together as one team believing in the potential of people*

*We set the standard of success for ourselves and others to follow*

*We act with integrity and show pride in everything we do*

**ROLE DESCRIPTION**

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| Job Title: | Age Friendly Training Coordinator |
| Current Department Name: | Business Development |
| Current Location: | Belfast |
| Type of role: | Individual Contributor |
| Contractual Status of Role: | Fixed Term: July 2021– March 2024 |
| Job Title of Line Manager: | Business Development Manager |
| Hours: | 35 hours per week (Monday – Friday) 9:00am – 5:00pm  |
| Job Titles and number of any direct reports: | External Facilitators |
| Job Purpose: | To coordinate and support the delivery of Age NI’s Age Friendly training workshops, including mid-career reviews, understanding dementia, support for carers and planning your future.  |
| Main Responsibilities/Deliverables: | * To lead the development and maintenance of training toolkits and digital platforms for individuals
* Encourage and support businesses and/or older people to undertake inhouse, open or digital training
* Recruit and support training facilitators to deliver training programmes, ensuring quality processes and risk assessments are in place
* Coordinate, review and update administration processes which support the successful running of Age Friendly workshops (in-house, open, virtual)
* Manage all aspects of programme delivery including, identify and book appropriate venues, risk management, liaise with facilitators, budget management, website content, data processing and technical support
* Support, motivate and provide feedback to external facilitators
* Coordinate public awareness campaigns for the Age at work project
* Maintain and develop partnerships with local and national organisations to facilitate workshops and identify opportunities
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| Quantitative Aspects of the Role: | * Review, monitor and evaluate key project outcomes with a focus on quality assurance and risk management
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| Experience: | * Previous experience working in a Training Coordinator role desirable
* Event management, coordination and administration, including process design/improvement and management experience
* Experience managing external facilitators to deliver programme outcomes
* Customer service experience
* Database experience
* Learning management systems (LMS) experience desirable
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| Knowledge: | * Demonstrate a sound understanding of organisational and project management involving leadership styles, team-work, quality assurance, information management, creativity and lateral thinking
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| Skills: | * Ability to use project management processes and tools
* Ability to build positive and constructive working relations with key partners
* Excellent verbal, written communication and presentation skills
* Strong organisation and planning skills
* Strong IT skills including email, internet, databases, Excel, Word and Powerpoint
* Budget management
* A positive team player
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| Qualifications: | * A recognised qualification in Event/Project/Business Management or equivalent experience
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| Additional Circumstances: | * Able to travel across NI with occasional overnight stays in GB
* Full current driving licence and access to a car for business use or access to a form of transport to fulfil requirements of the post
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| Notes: * *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*
* *In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*
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