

VACANCY – Training OFFICER

Charity: Policy Centre for African Peoples (PCAP)

Part-time: 20 hours per week

Salary: £34,000 pa, pro rata

Reports to: Executive Director

Application deadline: 12th March 2024

Location: Gillingham and home

Duration: 2 years – renewable¹

Start date: Week starting 15th April 2024

Interviews: Week starting 25th March 2024

About Us

PCAP is a charity working to enable African and disadvantaged people of all ethnic origins to improve their lives through education, leadership development and social engagement. www.pcap.org.uk

Project Role

This is an essential project personnel role aimed at enabling PCAP to successfully train people participating in its Hope After Covid project in Medway and Swale. Hope After Covid is a 2-year project funded by the National Lottery Community Fund. Through this project, PCAP seeks to improve the wellbeing, mental health and social engagement of up to 100 residents of Medway and Swale who have been affected by Covid, either because of bereavement, illness, long Covid, loss of employment, or social isolation. The Training Officer will strive to enable PCAP to achieve the following objectives:

- Successfully training project participants using PCAP's unique training model;
- Delivering effective training sessions tailored to the specific needs of each participant;
- Increasing participants' capacity to overcome the negative impact of Covid on their lives;
- Enhancing project participants' self-confidence and ability to achieve their goals;
- Building strong and empathetic relationships with project participants that would lead to their post-training engagement with PCAP;
- Additional tasks as assigned by the PCAP Executive Director.

Key Responsibilities:

We are looking for a competent, dynamic and enthusiastic Training Officer, with relevant prior experience and the capacity to enable PCAP to fulfil the aforementioned objectives. Key responsibilities include:

- Liaising with the Executive Director to design effective training packages for participants;
- Delivering wellbeing, relaxation and self-improvement sessions to project participants after a successful induction period;
- Devising appropriate data requirements to enable tracking of participants' journey from enrolment to post-training engagement;
- Monitoring, measuring and reporting on the impact of the training packages;
- Working smoothly with relevant colleagues and project partners to ensure a long-lasting legacy for PCAP's Hope After Covid project.

¹ Subject to satisfactory assessments to check fulfilment of set goals and availability of salary funds, as per PCAP's pay policy.

Level of Skills/ Experience:

This is a flexible position that would be ideal for a candidate looking for part-time work. You will be operating both from the PCAP office in Gillingham (exact location TBC, we are currently in discussion with the Sunlight Centre, ME7 1LX) and from home, with frequent travels to deliver training sessions throughout Medway and Swale. All travel expenses outside your office location will be reimbursed.

We are seeking someone who:

- Easily connects with project participants and treats them with empathy and compassion;
- Displays the emotional intelligence, cultural sensitivity and empathy necessary to establish positive and supportive relationships with project participants;
- Has at least a year's experience in training, teaching or coaching;
- Is confident at motivating and engaging with project participants at all levels;
- Can take the lead on supporting service-users;
- Has outstanding interpersonal and teamwork skills, with the ability to work across the team and deliver on shared objectives;
- Is reliable in terms of working independently and remotely, and implementing agreed actions;
- Takes a positive, communicative and proactive approach to work and problem-solving;
- Has effective time management skills, with the capacity to independently oversee relevant training tasks;
- Can develop the role to adapt to the needs of the project and participants.

Subject to availability of funds for salaries, opportunities for further paid work and career development (including full-time and permanent position) will be offered to the right candidate.

Kindly note: a clear enhanced DBS certificate is mandatory for this role that involves working with vulnerable people. PCAP will cover all costs related to the DBS checks.

To apply, please email your CV to info@pcap.org.uk with a covering letter stating why you are interested in this role.