

POLICY CENTRE FOR AFRICAN PEOPLES

# KENT TRAINING OFFICER APPLICATION PACK: APRIL - MAY 2024



## Position: Training Officer

**Salary:** £34,000 pa, pro rata

**Contract terms:** 2 years – renewable, subject to funding

**Location:** Chatham and remote

**Reporting to:** Executive Director

**Part-time:** 20 hours a week

## About PCAP

The Policy Centre for African Peoples (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. For more information, please visit [www.pcap.org.uk](http://www.pcap.org.uk).

## About the 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, Swale and Kent. Hope After Covid is a 2-year project funded by the National Lottery Community Fund (main funder), and Garfield Weston Foundation.

Through this project, PCAP seeks to improve the wellbeing, mental health and social engagement of up to 100 residents of Medway and Swale, Kent who have been affected by Covid, either because of bereavement, illness, long Covid, loss of employment, or social isolation. The Kent 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.

## Main Duties and Responsibilities

**We are looking for a competent, dynamic and enthusiastic Training Officer, with 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.

## Person Specification

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 Chatham (exact location TBC, we are currently in discussion with the MHS Homes, ME4 4LL) and from home, with frequent travels to deliver training sessions throughout Medway and Swale. All travel expenses outside your office location will be reimbursed.

### Essential Skills:

- 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;
- 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;
- Committed to PCAP values.

## Person Specification

### Desirable Skills:

- At least a year's experience in training, teaching or coaching;
- Ability to develop the role to adapt to the needs of the project and participants;
- Confident using common ICT packages including Microsoft 365 applications;
- Experience working with disadvantaged or marginalised communities.

### Benefits

- Friendly, warm and people-focused workplace environment;
- African ethos of commitment to humanity, mutual support and collective improvement;
- Employer contribution to pension scheme;
- Opportunities for hybrid and flexible working;
- 28 days annual leave (pro rata) + UK bank holidays;
- Opportunities to train in Safeguarding as well as Mental Health First Aid
- Regular social engagement events.

### Other Considerations

- 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;
- Some evening working will be required to fulfil relevant responsibilities;
- 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;
- **Only candidates based in Medway and Swale will be considered;**
- The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required.

## How to apply

To apply, please e-mail [info@pcap.org.uk](mailto:info@pcap.org.uk) with a CV and a supporting statement, of no longer than one side of A4, covering the below points:

- Why you are interested in the role of Kent Training Officer at PCAP;
- How you meet the requirements set out in the person specification.

**Please notify us if you require any reasonable adjustments to be made to the application process at the interview stage.**

**Application deadline:** 19th May 2024

**Interviews:** Week starting 20th May 2024

**Start date:** Week starting 10th June 2024

## Data protection

Any personal data you provide (e.g., address, telephone number, employment history) will be used for recruitment purposes only, and shared exclusively with individuals involved in the recruitment process.

PCAP's Hope After Covid project is funded by



Garfield Weston  
FOUNDATION