

Job description

Training Development Consultant

Team: Training and Events

Reporting to: Training, Consultancy and Events Manager

Salary range: £36,000 per annum FTE

Work Pattern: 21 hours (over 3 – 5 days, open to discussion)

Contract Type: Permanent

Location: Hybrid of home and some office based working

About CoramBAAF

We are the UK's leading membership organisation for professionals dedicated to improving outcomes for children and young people in care. Our corporate members in England, Wales, Scotland and Northern Ireland represent 94% of all local authorities as well as regional adoption agencies, health and social care trusts, independent fostering providers and voluntary adoption agencies, and cover 88% of all children and family social workers.

Our 650+ individual and associate members - comprising lawyers, health professionals, educational institutions, therapeutic and family support services, and more - reflect the multidisciplinary nature of our work. Together, our members make up the largest network of organisations and individuals involved with children in their journey through the care system.

About the Coram Group

CoramBAAF is part of the Coram Group. Our mission is to develop, deliver and promote best practice in the support of children and young people. Our vision is that every child has the best possible chance to lead a fulfilling life. We champion what matters most for children, creating better chances, and a brighter, happier future.

About the Training and Events team

CoramBAAF has a long-standing reputation as a provider of high-quality training, conference and consultancy services aimed at social work, health care and legal professionals and also, when appropriate, foster carers and adopters.

CoramBAAF runs a workshop and conference programme across England and offers bespoke training services to agencies. We run a mix of face-to-face and remote delivery. Consultancy services typically



include responding to specific commissions to review aspects of services or providing chairs for disruption meetings.

The Training and Events Team works in close collaboration with staff across CoramBAAF, including colleagues with roles in policy and development, advice, information and knowledge, membership services, and publications.

Main duties and responsibilities

1. Work with the training team colleagues to quality assure and keep up to date training programme content including session activities, slides, workbooks, references and trainer notes according to CoramBAAF house style.
2. Work with the Training, Consultancy and Events Manager and CoramBAAF colleagues to develop new training events and materials, informed by customer enquiries, suggestions from associate trainer consultants and input from CoramBAAF colleagues.
3. Assist the team manager with responses to non-routine training requests from commissioning organisations. For example, enquires that will mean significant adaption of existing courses or the design of new training programmes from scratch.
4. Collaborate with CoramBAAF's team of associate trainers and staff to ensure the quality of training programmes and supporting resources.
5. Liaise with colleagues within CoramBAAF to ensure that ongoing work, key information and news is reflected in training materials and communication to associate colleagues.
6. Contribute to the planning and organisation of ongoing workshop programmes.
7. Contribute to the evaluation analysis process of all the courses and events delivered to ensure that this information informs service development and marketing.
8. Provide support to associate trainers with the delivery of events as necessary and to deliver a number of training events on your area of expertise.

Other responsibilities

- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).



Person specification

- Extensive social work practice experience in the family placement sector, i.e. adoption, fostering and/or kinship care.
- Extensive experience in the developing and delivering training materials to professional audiences.
- Experience of supporting social work students in placement. Practice learning qualifications desired
- Experience in evidence based practice and the use of research, policy and legal documents to inform training materials.
- A high level of communication skills (oral, written and visual).
- A high level of attention to detail and accuracy. For example, creating high quality learning materials (e.g., PowerPoint slides, handouts etc.).
- Excellent IT skills including use of the MS suite of applications – Word, Excel, PowerPoint, Outlook, plus experience using video conference software platforms such as Zoom and MS Teams for delivering training.
- Experience of incorporating into learning design Zoom features for collaboration and applications such as Mentimeter and SLIDO, desirable
- Ability to work flexibly, be responsive to changing demands, use initiative and to work collaboratively as part of a small team.
- Child centred approach to practice.
- Diploma or degree in Social Work or equivalent experience.

Behaviours and Values

- A confident and courteous manner.
- Effective group work skill.
- An ability maintain confidentiality.
- An ability to operate in ways that are cost-effective.
- Commitment to the implementation of Coram’s equality and diversity policies and procedures.