

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Specialist Trainer: Chartered Institute of Purchasing and Supply (CIPS)
0.6 (22.2 hrs per week)
Directorate of Academic, Creative, Community, Digital and Professional
VBSS21.58b

1. The Appointment

Our Specialist Trainers have a distinctive mix of talent. They are sector relevant, having gained significant expertise to know their sector inside out, being 'credible' in their field. They are ingenious at imparting knowledge and skill to others, bringing alive and sharing their sector expertise in a way that will develop our apprentices to become experts in their own right. They are equally comfortable engaging with the managing director of the business as they are the apprentice.

Our specialists support apprentices in purchasing and supply settings across a variety of sectors.

This role may suit someone wanting a career change that has already built up a strong background in procurement. Assessing training can be given.

We measure our success by how many of our clients achieve their apprenticeship programme and are happy with the service. We also measure how many of our employers value the services we provide to their business and the contribution our apprentices make.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) You will have an in-depth understanding of the professional apprenticeship standards and the governance for all standards you will be accountable for delivering. This will be supported by your understanding of the associated funding system and apprenticeship reforms to enable you to have a rounded view of your areas of specialism.
- b) You will maintain the same professional level of skill and knowledge to enable you to be able to deliver on the current equivalent apprenticeship frameworks.
- c) You will design a bespoke delivery programme that will support the apprentice to meet all of the knowledge, skills and behaviours required of their apprenticeship standard. Working in conjunction with the employer you will tailor your delivery to complement the learning, development and continuous assessment being managed by the employer and support the employer to do this effectively.
- d) Utilise your professional knowledge and skill to regularly review the apprentice's progress against the standard and in conjunction with the apprentice and employer, make informed judgements that clearly demonstrate that the apprentice is deemed competent against the relevant requirements of that standard.

- e) Prepare the apprentice to be able to demonstrate consistently that they have met the required sector set professional standards enabling them to be supported through gateway to end point assessment. This will include supporting the employer to confidently decide at what point this will take place.
- f) End point assessment can be inclusive of a wide array of testing and assessment methodologies which will be specific to your sector. You will support the apprentice for readiness for end point assessment by ensuring that they are capable and confident in all expected end point assessment methods.
- g) You are expected to take charge of making sure your sector skills are current and that you keep up to date with developments, legislation and thinking in your occupational area and will record your CPD on the colleges HR system.
- h) Knowing exactly what our client groups think of the interactions they have with our team and our team members is central to our ethos of finding ways to wow and create great experiences. You may be expected to contribute to sourcing this feedback from your client group and we will expect you to act upon any feedback to make sure we keep our focus on what is important to our clients.
- i) You are part of a great team and as such will be expected to participate in events and promotions where the team requires representation, some of these will be outside of your normal working hours.
- j) There will be some admin work created as a natural part of your role and you will be required to do this which will include providing information to college wide systems and processes.

2.2 Accountabilities as part of our team

- a) We are a people focused business, as such the way you behave and present yourself will be a reflection on us and we want you to take ownership of making sure that your contribution to our reputation and to your own personal professional reputation is always a positive one.
- b) Being privy to confidential or sensitive information may be a natural part of your job role and as such we expect you to treat this with the upmost professionalism.
- c) We will advocate you in this role as the expert, you are accountable for making sure you live up to this reputation by taking accountability for making sure you keep you knowledge, expertise, experience and professionalism current and up to date.

2.3 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
A1 Award (Assessor) or equivalent (qualifications must be updated to the current specification)		✓
V1 Award (Verifier) or equivalent (qualifications must be updated to the current specification)		✓
Level 3 Qualified in relevant sector (as a minimum).	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualifications to at least level 2		✓
Teaching qualification (or willing to work towards)		✓
Experience		
Current experience of delivering learning in an educational setting.		✓
Evidence of delivering high quality and effective learning outcomes on time and to standard	✓	
Ability to work collaboratively with clients, colleagues and influencers to deliver service expectations	✓	
Evidence of providing learning to groups and individuals		✓
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience		✓
Evidence of sufficient industry experience in Purchasing and Supply	✓	
Evidence of recognising when deliverables / services are not being delivered to the required level and takes appropriate action	✓	
Producing and presenting information and reports using a variety of methods.	✓	
Identify, interpret and apply knowledge and information	✓	
Ability to analyse information and situations and recommend ways forward	✓	
Ability to deliver results within a pressured environment (evidenced)	✓	
Excellent communication skills, including the ability to influence others	✓	
Ability to build positive relationships	✓	
Self-managing/reflective	✓	
Act as an effective professional ambassador of the College	✓	
Understanding of the changing sector requirements		✓
Knowledge of current national and international initiatives and how they are interpreted into the College's strategic plan		✓
Ability to plan, prioritise, execute and evaluate activities	✓	

Skills /Knowledge	Essential	Desirable
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
An understanding of safeguarding and its importance within the college	✓	
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

4. Position within the College

The post-holder will be part of the Directorate of Academic, Creative, Community, Digital and Professional and report to the Apprenticeship Manager.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services contract and is subject to those terms and conditions.
- b) The salary will be £26,654 per annum pro rata for part time hours.
- c) You will be required to work 22.2 hours per week on a flexible basis.
- d) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- e) The post holder may be located at any West Nottinghamshire College Site and will be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Wednesday 3rd November 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £46.50.