EMERGING FUTURES

Job Description and Person Specification

Job title	Regional L&D Facilitator – Midlands & South
Project base	Regular travel across EF sites including West Sussex, Hertfordshire, Gloucester, Worcester and Birmingham
Hours & salary	16 hours per week - with flexibility in working hours to meet operational requirements and accommodate the successful applicant where possible £27,406 - £30,375 per annum (pro rata salary is £11,693 - £12,960 per annum)
Accountable to	National Learning and Development Manager

About Emerging Futures CIC

Emerging Futures began in 2014, born from a belief that recovery is possible for everyone, and that those who have walked that path should lead the way forward.

From modest beginnings, Emerging Futures expanded across the UK, to a growing and diverse team of staff and volunteers, many with lived experience themselves. Offering support to people affected by homelessness and drug and alcohol use, Emerging Futures has helped thousands through housing, coaching and therapeutic programmes.

Using compassion and courage, Emerging Futures believes that recovery is not just a word, it's a promise that anything is possible. Together, we're working for a world where everyone has somewhere to live, something to do, and someone to love.

About the role

As a Regional Training Facilitator, you will deliver EF's mandatory training programme across your geographic area, using existing resources and materials developed in-house.

Alongside delivery, you will assess how training lands in the room and reflect on improvements, feeding this back to shape future course materials collaboratively. You will be expected to bring forward practical solutions and suggested adaptations, not just observations, and to really enhance the L&D offer our employees experience.

You will work with the National Learning and Development Manager to help measure the impact of training in service, including through networking with Area Service Managers (ASMs) to understand how training is translating into practice on the ground.

Whilst the initial focus of the role is facilitating EF's mandatory training offer, the longer-term vision is for this role to grow beyond mandatory training, so there is real scope to shape and expand the influence of this role across the whole organisation.

You will be required to travel regularly across EF sites to deliver training, with a clear expectation of being out in the field delivering training for the majority of your working hours.

Principal duties and responsibilities

Training development & delivery

Deliver EF's full mandatory training programme across your geographic area, delivering training 2 days a week across the area.

Facilitate group learning in a way that is engaging, practical and appropriate to the audience in the room.

Assess learner competency during sessions, and identify and provide feedback where employees have not demonstrated the required competency by the end of a session.

Deliver internal training online and face-to-face, dependent upon learner and service needs.

Adapting delivery

Adapt delivery in the moment to support different learning needs, including physical health conditions, neurodiversity, varying education levels.

Deliver training in a trauma-informed way; exercising sensitivity to vulnerabilities in the room and responding appropriately to challenges this can create during a session.

Manage competing demands and group dynamics within the training setting.

Content development and impact

Reflect on all delivery, identifying strength and improvement points for each training module. Work collaboratively with the National Learning and Development Manager to alter and improve course materials, proposing practical solutions and adaptations to further enhance the impact of all training EF employees receive.

Gather evaluations of your own delivery and use these to adapt and improve future sessions.

Work with the National Learning and Development Manager to measure the impact of training in service, including through building networks and relationships with Area Service Managers.

Contribute ideas and content suggestions as the training offer develops over time, working collaboratively so the role, and the wider training offer, continues to grow and meet the needs of the organisation.

Communication and reporting

Report into the National Learning and Development Manager.

Communicate directly and professionally with service managers, including providing feedback (DNAs) and any inappropriate communications or conduct, or barriers to learning arising during training.

Health, safety and safeguarding

Ensure the safety of all staff and participants during training delivery, including when working across multiple sites.

Comply with and adhere to serious untoward incident, accident and safeguarding reporting in line with EF policy and procedures.

Maintain awareness of risks and changes in the working environment across the sites you deliver training at.

Generic duties and responsibilities

Confidentiality
Service user, volunteer and staff information is confidential. It is a condition of employment that staff do not use or disclose any confidential information obtained in accordance with data protection legislation.

Code of Conduct
All staff are expected to adhere to all EF's policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession. Staff will promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

Privacy & dignity
Staff should respect service user/family/carer's diversity, cultural needs and privacy.

Safeguarding
All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers. Staff have a duty to ensure they are familiar with safeguarding policies, attend safeguarding training and know who to contact if they have concerns about an adult or child's welfare.

Health & safety
EF has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health & Safety legislation and policies relating to Health & Safety and Risk Management

Professional development
Staff must be committed to their professional development and keep up-to-date with relevant developments and legislation in the sector.

Skills and experience

Essential	Desirable
Experience delivering training or facilitating group sessions to adults, either through formal experience or substantial relevant professional background. Sector experience relevant to recovery, behaviour change, or working within challenging environments. Ability to adapt delivery in the moment to different learning needs, including physical health conditions, neurodiversity, varying education levels and lived experience. Experience of delivering a trauma-informed, sensitive approach to working with vulnerable groups. Ability to assess learner competency in the moment, adapt practice accordingly to enable learning and respond appropriately where competency has not been demonstrated. Confident, professional communication skills, including the ability to give direct feedback to learners. Ability and flexibility to travel regularly across your geographic area (Midlands & South). Ability to work with regional management teams to identify future training needs and contribute this into the wider L&D programme.	A recognised facilitation or teaching qualification. Experience developing training content. Experience networking with operational managers to evaluate training impact in practice. Experience working in Drug and Alcohol recovery, or Homelessness sectors.