

**Job Description**

**Process Trainer** |CATCH

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| **Perm/Contract:** | Permanent |
| **Location:** | CATCH, Redwood Park Estate, Stallingborough, DN41 8TH |
| **Hours:** | 08:00 – 16:00 Monday – Friday  |
| **Reports to:** | Head of Process and Maintenance Apprenticeships |
| **Team:** | Apprenticeships |
| **Ref:** | 92 |

**About CATCH**

CATCH is an industry led partnership supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber. Our process trainers play a vital role in the development and efficiency of teams in various industries.  Our trainers are responsible for designing and delivering training programmes that enhance the skills and knowledge of apprentices and employees in specific process operations.

**About the role**

To be a part of the delivery team for the CATCH apprenticeship programmes within a specific trade area (Process Operations). To deliver practical plant based training and theory based qualifications within the Process Operations apprenticeship standard delivered by CATCH. Responsible for working with the Head of Process and Maintenance to ensure provision is delivered to the highest quality, exceeding customer expectations and that learners have practical experience of process operations to use on plant.

**Responsibilities**

* To specialise in practical delivery of process plant-based operations training of CATCH Apprenticeships.
* To be part of the process delivery team, delivering the theory-based qualification training of CATCH Apprenticeships.
* To deliver industry standard training and mentoring on the CATCH process plant including life like scenarios of permits, risk assessments, communication, start up, monitor and shut down of the process plant facility.
* To work with the CATCH Skills team to assist in delivering commercial upskilling training courses for adults, as and if required.
* To facilitate and assist with other training programmes and accredited courses to approved training standards as and when required.
* To attend regular departmental meetings to report on key activities and performance against set objectives.
* To operate the plant and review plant operation, reporting maintenance requirements and improvements, where required.
* To develop teaching & learning resources ensure the learner experiences a first-class delivery.
* To ensure that the delivery of sessions, the resources used, the management of sessions and assessments are OFSTED and awarding body compliant, and to assist in any inspections and audits.
* Any other duties as appropriate in line with the post.
* Updating training materials based on process changes or improvements.
* Maintaining records of training activities and apprentice / employer progress.
* Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.

**Candidate requirements**

**Essential**

* Process Operator background through industry experience and relevant qualifications
* Plant based mentoring and training experience where possible
* Knowledge and experience of trade specific specialism e.g. Process Operations
* Good planning and organisational abilities
* Excellent communication and presentation skills
* IT literate with experience of using Word, Excel, PowerPoint, and Teams.
* Understanding of training and development and relevant qualification systems
* Excellent interpersonal, presentation and communication skills, both verbal and written

**Desirable**

* Ability to assess and address individual training needs.
* Familiarity with modern training techniques and tools.
* Strong organisational and team management skills.
* Able to foster a culture of continuous improvement and efficiency with a team and organisation.
* Teaching / Training / Assessing / IQA qualifications, but not essential as training will be given where required.

**Work Environment**

* Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors.
* Working Conditions – The post holder will be based at the Apprenticeship Delivery Centre for delivery of training and have flexibility to either come into the office or work from home on “non-contact days”.

**General**

* **Confidentiality -** To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.
* **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
* HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **‘it could happen here’** to reinforce the protection of individuals and the identification/reporting of concerns.
* HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
* HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
* **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)-** provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.
* The role is dependent upon the completion of a successful DBS certificate.

**Job Description prepared by:** N Simpson

**Job Description evaluated by**: D Talbot

**Received by Postholder:**