

**Job Description**

**Mechanical Trainer** |CATCH

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

**About CATCH**

CATCH is a membership led, skills, competency and apprenticeship providers supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber.

**About the role**

To deliver the CATCH apprenticeship programmes within a specific trade area (Electrical, Instrumentation, Mechanical, Process Operations). To develop, deliver and assess provision within an apprenticeship standard delivered by CATCH. Responsible for working with the Head of Process & Maintenance Apprenticeships and the Mechanical Team Leader to ensure provision is delivered to the highest quality, exceeding customer expectations.

**Responsibilities**

* To specialise in practical delivery of workshop and plant based training which form part of all CATCH Engineering Apprenticeships.
* To deliver trade specific elements of the Level 3 Technical Certificate as part of the CATCH apprenticeship.
* To develop training material for trade specific apprenticeship programmes This includes, course outlines, schemes of work, lesson plans, presentations, videos, voice overs, Q&A sets, assessment materials and all other relevant documentation.
* To deliver online tutorial sessions/webinars as and when required
* To facilitate and assist with other training programmes and accredited courses to approved training standards as when required.
* To attend regular departmental meetings to report on key activities and performance against set objectives.
* 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.
* Any other duties as appropriate in line with the post.

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**

* STEM background through industry experience and relevant qualifications
* Knowledge and experience of trade specific specialism eg. Electrical, Instrumentation, Mechanical, Process Operations.
* Good planning and organisational abilities
* IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
* Understanding of training and development and relevant qualification systems
* Excellent interpersonal, presentation and communication skills, both verbal and written

**Desirable**

* Teaching experience, preferably of apprenticeship programmes

**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. This role involves travel to clients site in the Humber region, West Yorkshire and wider national sites, as agreed and acceptable.
* 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”.
* Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

**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:** J Greenhalgh

**Job Description evaluated by**: D Talbot

**Received by Postholder:**