



Training and Development Manager

ROLE DESCRIPTION

Job Title:	Training and Development Manager
Hours:	35 hours per week
Location:	CDHN Office with flexibility to work from home. Occasional travel within NI as required.
Responsible to:	Director of CDHN
Line Management Responsibility:	3 x Full-Time Development Officers (located across Northern Ireland)
Salary:	NJC Scale PO1 (points 27-30) (£31,346 -£33,782) + 6% Employer's pension contribution
Contract:	1 year fixed-term. <i>(Further extension anticipated, subject to confirmation of funding)</i>
Closing Date:	Monday 2nd August @ 5.00pm

Purpose of the post

The Training and development work of CDHN underpins our strategy to reduce health inequalities, address inequalities in health literacy and improve health outcomes, using community development approaches. We have created a new job opportunity for a Training and Development Manager.

The aim of the post is to deliver an integrated approach to our Training and Development work programmes and align these to meet the strategic objectives of the organisation.

Overall Responsibility

The Training and Development Manager will lead and manage our regional training and development team. They will promote a suite of training and development programmes, designed to meet the diverse needs of our membership, providing progressions routes for community development and allied health and social care practitioners. This will involve working with funders, key stakeholders, and delivery partners to ensure the effective delivery of the Elevate programme regionally and other bespoke training models. It will incorporate the training and development recommendations of a recent external evaluation of the Elevate programme 2020-21.

This work is aligned with the CDHN organisational strategy 2021-24, and is informed by relevant public policies, good practice standards and guidelines.

Part of CDHN's management team, the new post holder will work with the Strategic Impact Manager to ensure that CDHN's training, development and capacity building programmes are suitably evaluated for impact. Please see a breakdown of the key duties and responsibilities below:

Main Duties and responsibilities:

Overall project and financial management of CDHN's training and development programmes	<ul style="list-style-type: none">• Oversee the development, delivery, and integration of CDHN's training and capacity building activities into a T&D hub within the organisation.• Ensure that the CDHN suite of training programmes retains its focus on best practice Community Development approaches to tackle Health Inequalities.• Set up and manage a system for the review and creation of CDHN training plans and ensure members' involvement at each stage.
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	<ul style="list-style-type: none"> • Oversee the financial management of the Training Programme, including Elevate, and ensure it is delivered within the specified budget. • Liaise regularly with the CDHN Finance Manager regarding financial planning and budgeting, reporting, monitoring and claims.
<p>Staff and performance management of CDHN's Capacity Building Team (located in 3 locations within Northern Ireland)</p>	<ul style="list-style-type: none"> • Manage staff and team performance and provide regular support and supervision, including training and development opportunities, in accordance with CDHN policies and procedures. • Work with team members to set individual work plans to enable them to carry out their responsibilities in accordance with the operational plan and expected quality standards.
<p>Marketing and Promotion of the CDHN training</p>	<ul style="list-style-type: none"> • Utilize the existing bank of training resources to develop, package and market CDHN's training and capacity building programmes to new audiences. • Create a system for reviewing and identifying new training content, materials and resources and support the team to make sure they remain accessible, up to date, and relevant. • Oversee the development of interactive training, and online resource tools, on the Elevate portal and other suitable digital learning platforms. • Lead on the identification of new opportunities to strengthen strategic links and embed community development approaches across the community, voluntary and public sectors. • Work with Communications team and the PHA to develop communication plans to promote and publicise the CDHN training and Development on an ongoing basis in line with CDHN social media and communications policies. • Work with Strategic impact manager to produce impact reports for the T&D hub and disseminate the results.
<p>Monitoring, Evaluation and Reporting</p>	<ul style="list-style-type: none"> • Manage the ongoing monitoring and evaluation of training programmes in line with the CDHN evaluation framework.

	<ul style="list-style-type: none"> • Share anonymized feedback and insights from training programmes with management team to ensure that local expertise and lived experiences can inform policy work. • Oversee the implementation of the Elevate external evaluation 2021-22 • Support the PHA in the ongoing development and use of the Community Development Outcomes Framework (CDOF) across the community, voluntary and public sectors. • Work in conjunction with Communications and IT to improve the system for data collection, analysis, and reporting on the Elevate training and resource Portal. • Provide Quarterly Reports to the CDHN Board and Director, the Public Health Agency, on a timely basis.
<p>Lead the develop and implementation of CDHN’s training delivery models, including the Elevate Community Mentoring Programme</p>	<ul style="list-style-type: none"> • Oversee the implementation of the core elements of Elevate Community Mentoring Programme including grant allocation, impact monitoring and evaluation. • Oversee the delivery of training programmes across NI (including hands-on training where necessary). • In conjunction with the Development Team, and management team review and update all CDHN training delivery models. • Disseminate and share the key learning from the recent Elevate evaluation.
<p>Relationship Building and Partnership working.</p>	<ul style="list-style-type: none"> • Build constructive relationships with local stakeholders, external partners across local government, community & voluntary sector organisations to progress the outcomes of CDHN’s Training and Capacity building work in line with key public strategies, locally and regionally.
<p>Other</p>	<ul style="list-style-type: none"> • Contribute to the overall strategic development of CDHN and the development and implementation of CDHN operational plan. • Promote and facilitate the organisation’s learning events, seminars and conferences for our members as required.

	<ul style="list-style-type: none">• Represent and promote the organisation's work at relevant public and policy events.• Undertake any other duties reasonably requested by CDHN.
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Please note:

Shortlisting will be carried out based on the above criteria set out above using the information given on the application form. The organisation reserves the right to only invite those for interview who meet both the essential and desirable criteria.

GENERAL

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the job description will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

All employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of religion, community background, gender, marital status, or disability.

The requirement of flexible and on occasion unsocial working hours is managed through a 'time in lieu' system.

CDHN operates a 'No Smoking on the Premises Policy'. This includes external events organised by CDHN and our members.