

# Pioneering Care Partnership Job Description



**Responsible to:** Wellbeing for Life Capacity Building Trainer  
**Accountable to:** PCP Chief Executive & Board of Trustees  
**Located:** Wellbeing for Life – Willington Medical Centre  
**Scale/Salary:** PCP Band 5, Salary £20,721 per annum  
**Hours:** 37 hours per week

## Job Purpose

- The main role of the Wellbeing for Life Capacity Building Trainer will be to support the Wellbeing Manager and Coordinators with the overall development and implementation of capacity building/ training offer and to broker and nurture local relationships and pathways with partners and organisations from all sectors.
- To support in the development of and delivery of a wide range of training programmes across the county, to staff, volunteers, the community and business.
- To support the development and implementation of the systems required to support the staff and volunteers of the Wellbeing for Life team, such as the delivery and evaluation of high quality training.
- To support centre recognition with awarding bodies including, but not limited to, the Royal Society for Public Health and the Open College Network.
- To ensure the quality assurance of all aspects of providing a needs-led, effective training service.
- To actively promote and support continuous improvement and development of the capacity building and training offer.
- To undertake competency based assessments of staff including observation of practice and ensure quality assurance standards are maintained.

## Job Description

1. Develop and deliver capacity building / training to staff, volunteers, businesses and organisations as well as to the community, following training standards and approval processes.
2. As directed by the CBVD Lead organise and deliver health improvement sessions and/ or training in community settings.
3. Update course materials on training and delivery programmes and to take account of changes in policy, best practice, legislation and feedback from evaluation.
4. To monitor and evaluate effectiveness of sessions delivered, providing regular reports on progress and impact.
5. Liaise with a range of multi-agency partners to successfully support communities with wellbeing programmes, e.g. Drug & Alcohol services.
6. To ensure accurate data is recorded regarding workplace assessments and training, and provide summary reports to the CBVD Lead.

7. To audit and maintain resources, stock and equipment levels.
8. To support the planning and coordination of campaigns as agreed in work programme.
9. Support the development and integration of the use of volunteers within the Service and in community settings.
10. When required support the wider service in the delivery of wellbeing interventions and client support.

### **General**

1. To uphold PCP's Core Values at all times.
2. To operate within the policies and procedures of PCP, including confidentiality, safeguarding, information governance and data protection.
3. To assist PCP marketing and engagement work and use creative techniques to gather views from the communities we support.
4. To actively take responsibility for your own Health & Safety and ensuring procedures are adhered to.
5. To collate appropriate monitoring and evaluation information to support the achievement of agreed targets and outcomes within the project or service.
6. To carry out all responsibilities in line with the organisation's Equality & Diversity Policy.
7. To recruit, support, train and motivate volunteers as required.
8. To undertake any training and development deemed appropriate.
9. To undertake any such duties required by the relevant Senior Manager or PCP Chief Executive.