**Job description**

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

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| **1. JOB DETAILS**  Job title: Trainer/Assessor Department: Training  Reports to: Head of Commercial Training |
| **2. OVERALL PURPOSE OF THE JOB**  The Trainer/Assessor is responsible for the delivery and/or assessment of all Association first aid and related courses. |
| 1. **JOB DIMENSIONS**   Structure:  Chief Executive Officer    Managing Director    Head of Commercial Training    Snr Trainer/Assessor    Trainer/Assessor |
| **4. PRINCIPAL ACCOUNTABILITIES**   1. To deliver training courses and conduct assessments to a consistent and fair standard in accordance with St Andrew’s First Aid requirements. 2. To maintain current competence and continuous personal development, in accordance with the St Andrew’s First Aid National Headquarters Training Department requirements. 3. To promote St Andrew’s First Aid products and services, as appropriate. 4. To work with permanent staff, casual workers, and volunteers to maintain a high standard of training and assessing. 5. Accurate completion and prompt submission of all relevant course documentation. 6. To arrive in good time, to prepare the training room and greet students. 7. To liaise, on arrival, with client company contacts to ensure the smooth running of the course. 8. To work within St Andrew’s First Aid health and safety, training and other policies and procedures as implemented within the organisation. 9. To pilot new initiatives in training when required. 10. To act as a point of contact for first aid advice. 11. To maintain a high standard of training and delivery equipment. Report any faults or damage to equipment through the required processes when they occur. 12. To ensure that all equipment used is cleaned and stored in accordance with procedures. 13. To be responsible for custody, maintenance, and transport of personal equipment. 14. To perform any other duties commensurate with these responsibilities, the grade of the post and skill and qualifications of the post-holder, and from time-to-time, the reasonable requirements of the Training Manager.  |  | | --- | | **These key tasks are not intended to be exhaustive, but they highlight several major tasks that the post-holder may be reasonably expected to undertake.** | |
| **5. JOB CHALLENGES AND PROBLEM SOLVING**  The Trainer/Assessor should expect to deliver first aid and related courses to a diverse audience from various backgrounds and disciplines. |
| 1. **ADDITIONAL COMMENT**   From time-to-time, when and where appropriate, the Trainer/Assessor will also be expected to deliver and/or assess first aid or related courses within National Headquarters and neighbouring Regional Offices.  **Note:**  **Every job description in the organisation will be subject to a review either:**   * **on an annual basis at the time of the annual appraisal meeting, or** * **as a result of a change in strategic direction, or** * **as a result of a team/operational requirements, or** * **as a result of agreed performance appraisal needs and objectives, or** * **within six months of appointment** |
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