# A logo with a child and a person holding it  Description automatically generatedJob description

**Job Title:** Training Coordinator

**Location:** Observatory House, Slough

**Responsible To:** Practice Manager

**Salary:** £39,262 - £44,460 (including local weighting)

If you’re looking for a challenging yet rewarding role, one where you’ll be supported every step of the way, Slough Children First could be the place for you.

We want all of our children to be Happy, Safe & Loved, Thriving.

We are proudly one of the most ethnically diverse local authorities in England with 64% of the population coming from Global majority backgrounds in 2021. A further 12% of the population were from a white non-British background. We also have one of the youngest populations in the UK where nearly 28% of the population is aged under 18, compared to 21% nationally.

In the past year, we have made significant progress for our looked after children and have had a range strategies approved by cabinet, including: The Participation Strategy – a strategy written in partnership with key stakeholders to improve Slough’s approach to Participation and making sure that all voices can be heard; The Children’s Sufficiency (Placements) Strategy and The Early Help Strategy - a strategy with input from several of our stakeholders which sets out Slough’s vision for early help services.

We are one of the most accessible places to be, nestled on the corner of the M25, M4 and M40, and less than 20 minutes by train to Central London.

To apply for this role, please visit: [Vacancies | Slough Children First](https://sloughchildrenfirst.talosats-careers.com/vacancies?what=&where=&iso=gb&radius=30#vacancies-section-filters)

# Main Accountabilities

* To deliver and commission learning & development support
* To take lead responsibility for the planning and delivery of the training program
* To arrange and attend all planned training to ensure the sessions run smoothly and all attendees are recorded, and feedback is received
* To be responsible for the development of a training planning strategy, an annual training program, budget forecasts for training and provide expert advice to managers
* To undertake ongoing training needs analysis and develop an overall strategy to meet identified gaps in training needs within the foster carer population
* To develop and implement tailor-made programs for priority individuals and groups with identified specialist needs
* To support Senior Social Workers in assessing carers performance against core competencies regarding the Training Support Development Standards (TSDs)
* To develop the training offer through research and comparison, networking and developing partnerships with education providers
* To maintain accurate and contemporary records of all arranged training courses and carers attendance on the Charms recording system
* To communicate events to our foster carers through a monthly training newsletter and manage the training WhatsApp group to keep carers and staff updated about upcoming training
* To promote foster carers attendance at training and to escalate any issues regarding carers who are not meeting the training requirements with management
* To develop a commissioning approach and procure specialist training providers, specific to the SCF Foster with Slough’s service requirements
* To develop and deploy E-Learning and blended learning solutions to support practice development
* To develop systems for the dissemination of evidence-based practice within the Foster with Slough to carers and staff
* To report quarterly on progress providing detailed management information
* To evaluate and develop the service training requirements to meet future needs, including legislative requirements

* To ensure that applicants progressing through the fostering assessment process meet the necessary training requirements and work with assessing social workers to achieve this
* Ensure the safeguarding of children/young people in line with the role and responsibilities
* Undertake any other duties as commensurate with the level of responsibility of the role
* Attend all mandatory training in line with the requirements of the role as advised by your manager and other training as and when required
* Adhere to all policies and procedures at all times and positively demonstrate the values and behaviours required by SCF at all times
* Ensure own Health & Safety while carrying out the duties and responsibilities of the role and report any issues, accidents or near misses appropriately
* Adhere to all legislation in terms of practice, policies and procedures for the role including the National Minimum Standards for Fostering and Training and Support Development Standards

# Person specification

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| **Education, Training & Experience** | **Essential / Desirable** |
| * A relevant degree level qualification or equivalent
* Commitment to CPD
* Excellent skills in communicating effectively verbally and in writing, with people at all levels internal and external to the organisation
* Experience of services that support vulnerable children
* Experience of analysing of training needs, and the subsequent design and delivery of training programmes
* Professional experience of adoption and/or fostering
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| **General & Specific Knowledge** | **Essential / Desirable** |
| * Knowledge of Children’s Social Care ICT systems (ICS) and how they can be harnessed to support practice and operational change and deliver business benefits
* Awareness of legislation and how this should impact on training needs of carers
* High standard of interpersonal and facilitative skills
* Ability to assist management in assessing the development needs of carers to ensure that quality standards are met, and practice targets and outcomes are met
* Ability to design and deliver training
* Ability to present ideas and information persuasively, communicate effectively, facilitate groups and build rapport with an audience
* Knowledge of how organisations function and develop people
* Knowledge of models and methods to assure quality
* Contemporary knowledge of issues relating to services for children
* Understanding of and commitment to equality and diversity
* A satisfactory enhanced DBS check
* Full UK clean driving licence
* Access to own vehicle
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# Our Values

## Child-focused

Committed to outcomes for children and their families which ensure they are safe, secure and successful; putting the voice of the child at the heart of everything we do and delivering customer driven services, in collaboration with our colleagues and partners; working to improve lives and ensure effective safeguarding; offering the right support needed; working efficiently, so resources can be maximised for our children, young people and families; ensuring clear and appropriate communication.

## Honest and respectful

Being honest and respectful, as part of an inclusive culture where our communication is always professional; where everyone counts and knowledge of families and individuals, including cultural identity, along with their feedback and opinions are respected and recognised; a working environment where disrespectful and unprofessional behaviour is challenged; transparency and accountability in all decision-making.

## Improving constantly

Aspiring to achieve our vision through our everyday work, strong leadership and management; working to develop as an organisation and as individuals; a learning culture which reviews best practice, learns from mistakes and ensures customers have suitable opportunities to feed back and uses all available insight to measure progress and implement change; working flexibly to deliver the best value-for-money services.

## Looking ahead

Moving in the same direction with an ambition to provide excellent services, based on insight and smart working, while keeping the voice of the child at the heart of the organisation; benchmarking, horizon-scanning and anticipating challenges; working to identify opportunities to be cost-effective and future proof our organisation; identifying challenges and working towards solutions.

## Delivering together

Working as one organisation through solid teamwork to deliver the best services for children and young people; taking ownership and responsibility to ensure individuals, teams and the wider organisation delivers on aims; building strong relationships with all our customers to secure the best outcomes to make our children safe, secure and successful; connecting with other teams and partners to enhance services and improve efficiency.

# What our existing team love about Slough Children First

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“This is an exciting place to work. We continue to learn and grow and our accessible senior management team massively helps this process.”

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“It feels like ‘home’ - support, supervision, access to training and career progression are second to none.”

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“I continue to be excited about our improvement plans and working for an organisation where good outcomes for children are our focus.”

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“The innovative changes taking place in Slough are redefining and redesigning the services offered to children and young people.”

# Why we think you’ll love working for us

Slough Children First is an exciting place to be. We’re on a journey to improve services to vulnerable children and their families in Slough and we’re making great progress. We want to be the best and we’re looking for people with the skills, drive, energy and ambition to help us get there!

Here are some of the reasons our existing staff love working here:

* Market supplement of up to £5,600 for frontline social workers, depending on role
* Retention reward of £1,000 after 18 months for frontline social workers
* Relocation packages
* Manageable caseloads
* Clear career pathways
* Excellent training and development opportunities
* Access to the Blue Light card offering discounts at hundreds of high street and online stores
* New social work operating model
* Use of electric pool cars and bikes
* Staff recognition
* Flexible working
* Agile working supported by technology
* Friendly working environment and great colleagues
* Less than 20 minutes by train to Central London
* Terrific central location (close to M4, M40 and M25)

On top of all that, Slough is one of the most diverse places in the country outside of London and a great place to live or work. In fact it’s the best place to live or work according to a survey by Glassdoor. Pleasant environments, above average salaries and a lower cost of living, mean an increased quality of life for employees.

If you’re looking for a new challenge and want to be part of an exciting journey to turn children’s services around in Slough then come and join us.

# Safeguarding

Slough Children First works within the statutory guidance, Working Together to Safeguard Children 2018, and all our policies and procedures can be viewed at:

https://www.proceduresonline.com/berks/slough/index.html

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child’s welfare. We will ensure that our concerns are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child’s welfare.

The GDPR and Data Protection Act 2018 place greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements for collecting, storing, and sharing information.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

We actively support the Government’s Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Victor Mangwende, Head of Quality Assurance and Safeguarding.