

Training Coordinator

AIM: Identify training needs in Northamptonshire County for Leaders, by liaising with advisers and Division Commissioners.

- ✚ To prepare and update the training strategy for the County, based on inputs from Commissioners, Trainers, Learners and HQ where necessary.
- ✚ Adhere to Girlguiding policies, re: RENS, Risk assessments, Finance.
- ✚ To plan and deliver any training needed to achieve the strategy and identify any Trainers needed, secure their services and provide a training brief to them.
- ✚ To advertise all training matters in the appropriate ways, including via the Midlands Google calendar, County website and weekly mailings.
- ✚ To ensure adequate feedback is received for all trainings and this is used to improve all future training.
- ✚ To attend Midlands team meetings on behalf the County and disseminate any information from there.
- ✚ To manage regular meetings of the County training team, ensure the ongoing personal development of all Trainers.
- ✚ To lead the County training Team meeting and prepare the necessary reports for both the Executive and the Team Leads.
- ✚ To attend County Exec and liaise with Division Commissioners and Adult Leadership Coordinator about Training.
- ✚ Attendance at Programme and Events meetings (not every meeting) to look at ways to support Advisers in their roles.
- ✚ To prepare and submit the annual training budget to the Executive.
- ✚ To ensure that all BATS and Prospective Trainers are welcomed into the County team and supported in their qualifications.
- ✚ To ensure the ongoing personal development of all Trainers from the County Team.

Expenses incurred as part of your role, e.g. mileage, stationery etc can be claimed from County using the GGN procedure and the County Expense form