

HAIBB Job Description

Training Co-ordinator

Role Purpose:

- To co-ordinate and arrange access to training and assessment resources in line with recruitment and training refresh requirements
- This post holder is not necessarily expected to deliver training themselves. This is a co-ordination role, rather than a training delivery role.

Role Focus:

- Ensure that new recruits are able to complete the mandatory training requirement and become operational in the minimum time possible.
- Ensure that retraining and assessment is recorded and executed in a timely manner.

Key Responsibilities:

- To identify and document current training requirements
- To maintain a list of Trainers and their availability for each training requirement
- To be the point of contact for all training requirements for HAIBB Volunteers ensuring that:
 - For individual ride assessments, the assessor is put in contact with the volunteer so that a mutually agreeable date can be arranged for the assessment.
 - For route training, the designated route trainers advertise route training in line with the requirements identified in conjunction with the Membership Secretary.
 - The GMP / Induction trainer(s) run sessions in line with the frequency required by the recruitment rate.
- To work with the Membership Secretary to create a process for identifying ongoing training requirement.
- Where practical create and publish a training schedule to satisfy the recruitment rate and volume
- To establish a refresh program for GMP. (Remote via web / e-mail?)

Key Relationships:

- Membership Secretary
- All HAIBB Trainers (Ride Assessors; Route Trainers; GMP Trainers etc)
- All HAIBB Volunteers
- All Board Members

Line Manager: The Membership Secretary

Reporting to: The Board of Directors

Role Duration: Subject to Annual Review

Capability Profile

| Skills | Essential | Desirable |
|------------------------------------------------|-----------|-----------|
| Good Communication Skills, written and verbal | X | |
| Good self management and organisational skills | X | |
| Team player | X | |

