



Job Description

Job Title:	Moving and Handling Training Officer
Hours:	Casual
Location:	Partners in Care 6, The Farriers Business Centre, Annscroft, Shrewsbury SY5 8AN
Responsible to:	Lead Moving and Handling Training Officer, Partners in Care
Special Allowances:	Casual Car User @ 45p per mile

Job Purpose

You will be responsible for the delivery of a range of Moving and Handling/People Positioning and Load Handling courses to Health and Social Care staff to promote best practice.

Aims:

1. To deliver Moving and Handling/People Positioning and Load Handling courses across the Health and Social Care sector.
2. To develop the skills of managers, care staff and other workers in the independent, statutory, and voluntary health and social care sector helping them to improve the quality of care and support in line with relevant best practice, guidance and legislation.
3. To raise awareness and understanding of these subject areas through the provision of training, advice and information via signposting and access to relevant research.
4. To deliver Moving and Handling/People Positioning and Load Handling to companies and organisations outside of the traditional care sector.

Main Duties:

1. Under the direction of Partners in Care’s Lead Moving and Handling Training Officer, to deliver appropriate Moving and Handling/People Positioning and Load Handling courses to the Health and Social Care sector workforce.
2. To provide expert advice to carers, professionals and other relevant staff in the Health and Social Care sector. Advice will be based upon up-to-date knowledge of developments in Moving and Handling/People Positioning and Load Handling, appropriate equipment, and legislation.

3. To facilitate training and awareness raising in Moving and Handling/People Positioning and Load Handling and the uses and applications of appropriate equipment and techniques.
4. To work with the administrative team at Partners in Care to keep accurate and up-to-date training records.
5. To keep up-to-date with relevant national and local legislation, policy, guidance and developments and review and revise training content and teaching methods to reflect this.
6. To actively pursue CPD opportunities to maintain your knowledge and competence to deliver your role.
7. To assist Partners in Care's permanent employed Training Officers in the design and delivery of regular continued professional development (CPD) sessions (link meetings) to current in-house trainers in order to maintain standards and quality.
8. The training will mainly take place at our fully equipped training facility at Annscroft, Shrewsbury, although some training may take place at other local venues including employers premises. The ability to travel to Annscroft or alternative local venues is essential.
9. The postholder may be required to undertake any other duties not specifically mentioned above.
10. Any changes to this role specification will be made in conjunction with the post holder.

Person Specification – Moving and Handling Trainer

For effective performance of the duties of the post the post holder will be able to demonstrate, as a minimum, the skills and knowledge detailed in 'Essential Criteria'.

	Essential Criteria	Desirable Criteria	Measurable
Qualification	1. Completion of Partners in Care Moving and Handling 6 Day In House Trainers/Assessors course and a minimum of 6 hours CPD in Moving and Handling per year – if not already completed, must be willing to complete the course	1. Level 3 Award in Education/Training	<ul style="list-style-type: none"> • Application form • Certificates • Interview
Skills	<ol style="list-style-type: none"> 1. Effective communication skills (verbal, written and presentational) 2. Effective interpersonal and influencing skills 3. Experience of organising and delivering training programmes 4. Ability to prioritise workload and schedule activities 5. Ability to reflect critically on own and other people's practice and development 6. Be able to use a range of IT Software (Microsoft Office 365 – PowerPoint/Word/Outlook) 		<ul style="list-style-type: none"> • Interview/ presentation
Knowledge	<ol style="list-style-type: none"> 1. Awareness of issues relating to Moving and Handling/People Positioning and Load Handling legislation and practical people handling techniques/approaches 2. Understanding of the needs of adult learners 3. Moving and Handling/People Positioning and Load Handling legislation and practical people handling techniques/approaches 	<ol style="list-style-type: none"> 1. Experience in Health and Social Care sector 2. Knowledge of wider Adult Social Care and human rights issues 	<ul style="list-style-type: none"> • Interview
Other	<ol style="list-style-type: none"> 1. Enthusiasm and motivation for the post 2. Personal resilience 3. Compassion and sensitivity 4. Willingness to travel within the locality 5. The ability to carry out the role with no risk to self or others 		<ul style="list-style-type: none"> • Application form • Interview

Special Working Conditions	<ol style="list-style-type: none">1. Must be able to travel in accordance with the role requirements2. Must be prepared to work flexibly as required		<ul style="list-style-type: none">• Application form• Interview
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