Job description

Training and Business Development Coordinator (Internal Quality Assurance)

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| Salary | **£31,286** pro rata, fixed term until December 2025, with possible extension dependent on funding |
| Contract | 2 – 3 days (funding dependant), FIXED TERM Until December 2025 |
| Responsible to | Social Forestry and Wellbeing Manager |
| Responsible for | * Training admin support * Freelance IQA staff * Supporting the work of course tutors |
| Based at | Home based / anywhere in Wales |

## Job purpose

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| To lead on Internal Quality Assurance (IQA) and manage high quality Agored accredited training for Coed Lleol / Small Woods, with a focus on the provision for participants as part of the Outdoor Health programmes    To advise on the training of staff, leaders and partner organisations to ensure high-quality woodland health and wellbeing activities can be delivered through our programmes.    To oversee the online learning developments linked to our Learning Management System with the Coed Lleol-Small Woods programme of courses – see [www.//lms.smallwoods.org.uk](http://www.//lms.smallwoods.org.uk)  Lead on the scoping of training related business development opportunities for sector growth, this includes:   * Manage IQA for external partnerships on courses related to Health and Wellbeing and woodlands, as an income generating opportunity * Supporting a training development working group i.e. Wellbeing in Nature (WIN), collaborating with internal and external partners to ensure stakeholder collaboration in progressing the field of wellbeing in nature, woodland skills and social forestry education.   **Main Duties and Responsibilities:**    Lead Training Team (admin and freelance staff) in all areas relating to Internal Quality Assurance (IQA) including: pre-course paperwork, practical observations, IQA of assessment decisions and organising certificates, etc  - direct line Management responsibility for ‘Training Support Officer’.  Provide tutor and assessor induction and on-going support and advise with assessment, providing developmental feedback, alongside freelance IQA staff.  Oversee monitoring of Agored Cymru accredited courses and develop a timetable for observations, sampling and an annual standardisation meeting.  Manage IQA and partnership agreements with stakeholders.  Organise standardisation event once a year to ensure accuracy and consistency of assessment decisions.  Manage external quality assurance requirements.  Ensuring record keeping is comprehensive and up to date  Contribute to the development and review of the organisation’s teaching, learning and assessment tools, policies and procedures.  Convene a wider network of stakeholders with a shared interest in progressing the field of woodland and Social Forestry education, to develop new courses.  Lead on the future direction of the LMS and online courses, including communicating with the LMS developer and promotion of courses for income generation.  Lead on training related business development and assessing initiatives for new income streams.  Manage a project budget, time sheets, and other administration related to this area of work.  Provide advice on training activities and courses for woodland and health professionals.  Provide reports, as needed, on this work for funders and the Coed Lleol Advisory Group.  Keep up-to-date with relevant training opportunities in the sector, developing ideas for the future.  Carry out any other duties as can reasonably be required of the post. |

## Person specification

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|  | **Essential** | **Desirable** |
| Experience | Experience of Internal Quality Assurance work for Agored, AIM (OCN) or equivalent, *minimum of 2 years.*  Experience of managing and leading a training and development provision.    Experience of working on adult education qualifications and managing and moderating accredited learning.    Experience of developing training and learning programmes for adult learners, including curriculum development, training delivery, and reflective professional practice.  Experienced in managing and developing online learning opportunities through an LMS.  Experienced of business development through training for income generation. | Previous experience of working in the environment, health, or community development sectors.  Experience working in the third sector.    Practical experience of working in externally-funded social projects (i.e. understanding of project delivery in practice); consultations, events & activities, ideally those involving outdoor activities. |
| Knowledge | Good knowledge of training and learning sector in woodlands and/or health and wellbeing.    Demonstrated knowledge about and enthusiasm for woodlands as sites for social engagement and health/wellbeing. | Knowledge of key contacts in the training sector.    Prior knowledge of social forestry and wellbeing in nature projects.    Basic knowledge of woodland management or at least a willingness to learn. |
| Skills and abilities | Excellent interpersonal and networking skills.    Excellent communicator, written and verbal, to a wide range of audiences.    Excellent with IT, a good working knowledge of Microsoft Word, Excel and email systems.  Availability to travel for work flexibly depending on work requirements.    Previous experience of managing own office administration systems. | Proven track record of successful engagement in the training sector as well as with colleagues, communities, and other stakeholders such as funders.    Experience of using IT to collect data and conduct data analysis.    Welsh speaker or willing to learn the language.    Current driving licence and own car insured for work use. |
| Qualifications | A relevant degree and/or professional qualification. | First Aid at Work qualification. |
| Personal qualities | Motivated, confident, committed individual.    Team player, able to lead, inspire & motivate others.    Able to work on own initiative with minimum supervision. | Understanding of and commitment to the principles of sustainability and inclusion. |

Please note this role is subject to a DBS check.

Please return completed applications to: alisonmoore@smallwoods.org.uk

Application deadline: Friday 28th March 2025