

Coaching and Mentoring Practitioner/Trainer

Contract term: permanent/temporary/full-time/part-time/freelance (all options considered for the right candidate)

Location: Hybrid (Ocean Park House, Cardiff and Home Based)

Salary: £27,500 rising to £30,500 per annum pro rata

If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do:

We are looking for a passionate individual who will deliver blended training sessions both within the classroom and online in order to assess competence to Awarding Organisation requirements for Coaching and Mentoring qualifications (ILM L3 Award in Coaching and the ILM L5 Certificate in Coaching and Mentoring).



The role will be hybrid working with a mixture of centre-based and home-based delivery and fits within the Management Apprenticeship route reporting the Route Manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

INVESTORS IN PEOPLE™
We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



What you are responsible for:

- To deliver Coaching qualifications to internal and external candidates through workshops and assessment visits in the workplace to include marking of assessments and evidence.
- To build and maintain learner relationships to ensure learner progress on qualification and timely achievement.
- To evaluate training delivered and ensure continuous improvement.
- To develop curriculum and course resources (including distance learning resources) to support the delivery of specified courses.
- To track progress of courses delivered.
- To keep up to date with all related administration including updating the internal learner management systems for the qualifications being delivered.
- To measure, monitor and mark assignments to aid timely completion.
- To liaise and support the Awarding Body in quality assurance visits.
- To deliver any other internal and external training sessions as required.
- To share areas of good practice and improvement with colleagues.
- To support assessor development, as required.
- To attend and actively participate in any standardisation meetings and undertake improvements, as required.
- To maintain occupational competence and update professional qualifications, as appropriate.
- To attend sector and awarding organisation networking and training events, as required.
- To monitor, respond and follow up poor learner progress and areas for improvements.

INVESTORS IN PEOPLE™
We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



- To provide ongoing support to qualified coaches within ACT.
- To demonstrate an understanding of, and commitment to the principles of FREDIE (Fairness, Respect, Equality, Diversity, Inclusion and Engagement)
- To support ACT to celebrate the diverse community within ACT, of both learners, and staff
- To work proactively to prevent and challenge discrimination, to support everyone to feel welcome/included
- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.

INVESTORS IN PEOPLE[™]
 We invest in people Platinum
 Rydym yn buddsoddi mewn pobl Platinwm



Person Specification

What we are looking for:

	Assessment Method		Essential	Assessment Method		Desirable
Experience	A	Application	Occupational competence in Coaching and/or Mentoring at middle management level or above within the last three years.	A	Application/ Interview	Experience of delivering ILM VRQ qualifications.
			Evidence of participation in Continuing Professional Development (CPD) in relation to Coaching and/or Mentoring over the past three years.			
			Current (within the last three years) occupational experience in Leadership or Management.			
Qualifications & Knowledge	A	Application/ Certificate verification	Assessors qualification – D32/33, A1, AVA or equivalent	A	Application/ Certificate verification	Membership of a relevant professional Coaching and/or Mentoring institute or association for e.g., Association for Coaching (AC) or European Mentoring & Coaching Council (EMCC) or International Coach Federation (ICF) or equivalent
	B	Application/ Certificate verification	Qualification in Coaching and/or Mentoring at Level 5 or above.			
	C	Application/ Certificate verification	Qualification in Leadership or Management at Level 5 or above or Evidence of participation in CPD in relation to Leadership or Management over the past three year to Level 5 learners.			
	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker

Skills & Attributes	B	Interview	Ability to develop others			
	C	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence and access to vehicle			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=22901-BBDB730A-717F-4BAC-A2B2-6AA74B8A792A>

INVESTORS IN PEOPLE™
 We invest in people Platinum
 Rydym yn buddsoddi mewn pobl Platinwm

