



VOLUNTEER TRAINER

Role Description

Details:

- Location: Skanda Vale Hospice, Saron, Llandysul, SA44 5DY.
- Hours: 1 full day on site per month (about 8 hours) with flexibility on the part of the hospice to offer additional hours if wanted. These additional hours could be done remotely.
- Supported by: Administration Lead.

Overview:

As a Volunteer Trainer at Skanda Vale Hospice, you'll play a key role in supporting our team by delivering quality training using existing lesson plans and slideshows. Your contribution, experience and eye for detail will help keep our training engaging, relevant and memorable for our team members to make sure all team members are fully trained and we comply with the rules of Health Inspectorate Wales.

If you were interested, you could also be involved in developing and reviewing training packs (lesson plans and powerpoints).

What you'll be doing:

- **Delivering Training:** Using pre-made training packs for core training modules, you will deliver training content to groups of 10 to 25 team members on a rolling schedule.
- **Document Preparation:** Should you be interested, there is an opportunity to draft, format and proofread new and existing training packs, including lesson plans and slideshows.
- **Attending trainers' meeting:** Attending quarterly meetings to liaise with other trainers and feed back any relevant information to make the Skanda Vale Training Programme smoother and more efficient.

<i>Author: Recruitment Lead/Admin Lead</i>	<i>Ref: 22-0052-RD-INT</i>	<i>Status: Final</i>	<i>Revision: 1</i>
<i>Reviewer: SMC</i>	<i>Associated Docs:</i>		

Qualifications, skills and experience:

- Excellent communication skills, both written and verbal, with the ability to handle confidential information with discretion.
- Strong organisational skills including accuracy, efficiency and attention to detail.
- IT confidence and willingness to learn the 'ins and outs' of several training packs for a variety of subjects.
- Proficiency in Google Workspace (Gmail collaborative inboxes, Drive, Docs and Sheets) would be ideal but Microsoft Office (Word, Excel) would be enough if you are happy to adapt.
- Previous experience in training is a plus but not essential.
- A qualification in Teaching and Assessing would be desirable but not essential.

Support and training:

You will be invited to an Induction Day before starting with us. Ongoing training & support is then provided to ensure volunteers feel confident and capable in their role and as part of the wider hospice team, you'll also have the chance to take part in wellbeing and development opportunities.

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