

Training Officer

What we're looking for

Your areas of knowledge and experience

We are looking for someone with proven experience in designing, coordinating and delivery high-quality training.

Essential:

- Proven experience in delivering training or coaching in a professional environment.
- Experience in designing and facilitating training sessions (face-to-face and/or virtual).
- Excellent communication and presentation skills.
- Strong interpersonal skills and the ability to support and motivate others.
- Organisational and time-management skills, with the ability to manage multiple training cycles.
- Must be advice trained (including but not limited to welfare benefits, debt, housing, and employment)

Desirable:

- Experience of marketing training to a diverse range of external stakeholders
- Ability to speak and deliver training in Welsh
- Relevant training or coaching qualification (e.g. CIPD, PTTLs, Train the Trainer).