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| **Job Title:** RHS Trainer/Assessor (Sessional)**Reporting to:** CurriculumManager **Base:** Broomfield Hall |
| **Hours** 14 hours per week (Thursdays and Fridays), 36 weeks per year **Contract Type** Support/Delivery**Salary** £13.93 per hour |
| **Job Purpose**To assist in the delivery daytime and evening delivery of Level 2 RHS programmes, at our Broomfield Hall Campus, ensuring achievement of agreed performance and quality targets. |
| **Key Responsibilities*** To perform the role of trainer/assessor and undertake training and assessments in accordance with RHS guidelines.
* To motivate learners and provide regular support and guidance to learners and record as appropriate.
* To carry out regular progress reviews with learners as required.
* To complete and maintain all required administration weekly/monthly and submit to appropriate person by agreed timescales.
* As part of this role evening working is required on Thursdays, up to 9.15pm
* Assist in ensuring and preparing that there are sufficient learning resources and associated documentation.
* Assist in exam preparation and assisting on practical exam days, some of these include Saturdays
* To ensure that quality standards are adhered to, monitored and reviewed.
* To provide a professional customer service.
* Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
* Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload.
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| **Person Specification**  |
| **Competencies** **Essential** * Must have basic IT user/computer skills
* Excellent organisational and time management skills
* Ability to communicate effectively at all levels with a high level of interpersonal skills
* To prioritise and make decisions
* To use initiative and be highly flexible/adaptable
* Highly self motivated and able to motivate/inspire confidence in others
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| **Knowledge & Experience** **Essential*** Health and Safety in industry
* Horticultural related knowledge and background
* Recent experience/occupational competence in this area
* Industry experience

**Desirable*** Thorough and proven knowledge of occupational standards/assessment strategy in the relevant sector
* Training and assessment experience
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| **Qualifications** **Essential*** Horticulture qualification at Level 3 or above
* Level 2 English and Maths

**Desirable*** Teaching or training qualification
* Relevant NPTC qualifications
* Health and Safety/First Aid (or willing to work towards, support will be provided)
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