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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. |
| **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 |
| **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 |
| **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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