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**Job Description**

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| **Role** | **Training Assistant** |
| **Responsible to** | Training and Staff Development Manager |
| **Department** | Training Department |

**1. Main objectives of the post**

1.1 To deliver standard training modules as and when required at various locations throughout Scotland, within the three fixed days.

**2. Accountability**

2.1 To the Training and Staff Development Manager on a day-to-day basis and ultimately, through the Chief Executive, to the Board of Directors.

**3. Principal Duties**

3.1 Delivering Epilepsy Scotland’s training including:

* Understanding and Managing Epilepsy
* Managing Difficult Epilepsy
* [Understanding Epilepsy and Administration of Midazolam (UEAM)](https://www.epilepsyscotland.org.uk/understanding-epilepsy-and-administration-of-midazolam/)
* Epilepsy Awareness talks
* Epilepsy Friendly Award
* Training identified by Training and Staff Development Manager
* Develop and provide webinars and podcasts as identified by Training and Staff Development Manager or by demand.
* Assist with administration

3.2 Delivering bespoke content tailored to the needs of individual organisations, as requested by Training and Staff Development Manager or by demand.

3.3 Working with the Training and Staff Development Manager to review current courses including:

* Content
* Structure
* Design
* Handout materials
* The identification of training gaps

3.4 Submitting expenses, reports, and paperwork in a timely fashion.

**General**

3.4 Participating in the organisation’s Annual Appraisal and regular Support and Supervision processes.

**Health and Safety**

3.5 Ensuring high standards of health and safety are maintained by adhering to the organisation’s Health & Safety policy at all times.

**Other**

3.7 Any other relevant duties as required or identified by Line Manager or Chief Executive Officer

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**Training Assistant**

**Person Specification**

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| **Personal Attributes** | **Essential** | **Desirable** |
| Qualifications* Medical qualification, for example, nursing including a specialist knowledge of epilepsy and its management
* Educated to diploma or degree level or ability to demonstrate equivalent skills through ongoing professional/personal development
 | \* | \* |
| **Experience*** Knowledge and experience of training
* Proven track record in working on own initiative and as part of a team
* Relevant experience in working in the field epilepsy or supporting people with epilepsy
 | \*\*\* |  |
| Knowledge* Working knowledge of the social model of health
* Detailed knowledge of the impact of stigma and discrimination
 |  | \*\* |
| Skills & Qualities* Ability to respond to feedback positively and adapt training as required.
* Effective I.T. skills including use of Outlook, Word and PowerPoint.
* Ability to work sensitively with people affected by epilepsy
* Ability to motivate and enthuse others
* Excellent communication skills
 | \*\*\*\* | \* |
| Other* Ability to work to clear deadlines
* Ability to organise and prioritise workload
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