

Job Title: First Aid Trainer	
Job Evaluation Number	A797

JOB DESCRIPTION

Job Title: First Aid Trainer	Location: Various
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: First Aid Team Leader	Band level: 3G entry level 3H fully competent
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Provide First Aid training to police officers and staff force-wide as identified by the Clinical Governance Board, including specialist and advanced training to Officers in specialist roles such as Firearms, Public Order and Custody.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Deliver First Aid training to Police Officers, Police Staff, PCSO's and Special Constables; ensure valid and reliable assessment standards when undertaking tutorials or conducting tests/exams.
2. Design, develop and create new products or review/update existing ones in conjunction with the design team (as necessary), to meet organisational needs and nationally approved standards. Contribute to the design and maintenance of training courses by liaising with internal/external stakeholders and suppliers to ensure best practice.
3. Provide specialist advice, guidance and assistance relevant to your allocated area of delivery.
4. Assess, coach and develop individuals according to their needs. Provide structured feedback and development plans for students undertaking First Aid training; seek advice, recommend and implement approved action when students are failing to achieve competence.
5. Prepare concise and appropriate course reports and assessments of students during their training period.
6. Maintain and develop professional knowledge, skills and training techniques relevant to the role and pertaining to their allocated area of delivery in accordance with approved professional practice.
7. Ensure compliance with Health and Safety requirements whilst conducting training, working with electrical equipment and DSE requirements.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, and the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

Core activities such as delivery, planned design, assessment and evaluation should account for around 180 days a year for 1 full time post. There may be a requirement to work some evenings/weekends.

Delivery will be at a range of specified locations including base location, other locations within TVP, and occasionally may be out of the Force area. Some of these locations (which could include stairs) will necessitate the need to carry equipment and set up the venue on arrival suitable to the training need.

Most learning will take place in classes with sizes of around 12 students.

Managing students on courses: solely responsible for students during the course and making decisions around their training, H&S, welfare and behaviour. Trainers also need to be able to identify individual student needs and modify training sessions accordingly.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Pre-qualified with First Person on Scene (Intermediate), First Response Emergency Care Level 3, or higher.	E
2. Attainment of/working towards both QCF level 3 Certificate in L&D and QCF level 3 Assessor Award in Assessing vocationally related achievement (or equivalent). At entry level , a commitment to work towards both of these qualifications is essential.	E
3. Practical experience in Emergency Life Support/First Aid provision (for example, working within health care related employment, pre-hospital trauma care, emergency or military services).	E
4. Significant and recent experience of Emergency Life Support /First Aid training delivery and a proven ability to impart knowledge and give constructive feedback effectively and persuasively.	E
5. Effective communication and interpersonal skills including proven presentation skills, a good standard of report writing skills and use of English in order to relate to and communicate orally and in writing with people at all levels in the organisation and externally.	E
6. Plan and manage workload with relevant experience of working to deadlines; a self-motivated individual with the ability to work on own initiative, often without direct supervision, or as part of a team when required.	E
7. IT literate with proficient use of Microsoft Office packages particularly Presentation and Word Processing applications.	E
8. Proven understanding of Health and Safety legislation and have ability to undertake moderate manual handling tasks.	E
9. Flexible approach to working is essential as some training, for example the Special Constabulary will require delivery at evenings and weekends (courses conducted on a rotational basis as part of a team) *.	E
10. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner; Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential. **	E

Additional comments: At interview, candidates will be asked to:

* indicate ability to undertake evening and weekend working as determined by business need

** confirm their capability to travel (i.e. that they have the means to travel and transport equipment as necessary) and willingness to undertake this Basic Driving Assessment Process (as required) to enable the use of a police authorised vehicle.