

Training and Development Officer

Key responsibilities:

The postholder will deliver training and consultancy to staff in (mainly) primary, Early Years and secondary school settings. The training and consultancy we offer is often bespoke and so all delivery team members contribute to the development of new courses and resources as required.

The training and consultancy may relate to one of our projects (such as [Local School Nature Grants](#) or [Climate School 180](#)) or be [commercial training](#) requested by a setting or local authority.

Flexibility is important as travel will be required and delivery sessions may take place after normal school hours. It will usually be your responsibility to communicate with settings to agree dates and times for delivering the training. The settings may be local or some distance away, so planning your diary to combine visits to reduce travel may be appropriate. When agreed, overnight accommodation and car hire (within budget) may be required.

What would a typical week look like?

There is no 'typical' week but for a full-time trainer it could look like this. This would of course be scaled down for the 4-day role. The assumption for example purposes makes the starting place Southampton.

Monday	-	Travel to High Wycombe for a pm session. Travel home afterwards.
Tuesday	-	Travel to Oxford for a pm session. Travel to Reading for twilight session (school requested a 6pm start time). Travel to Slough for overnight stay.
Wednesday	-	Session at 8.30am in Slough. Travel home afterwards.
Thursday	-	Travel to Brighton for twilight session. Travel home afterwards.
Friday	-	Admin day.