

ACTIVE PLUS

VETERANS INSPIRING PEOPLE

Job Title:	Instructor
Location:	Working Across Cornwall – Head Office in Truro
Salary banding:	£23400 p.a. (pro rata)
Contract type:	15 hours per week (fixed term until 31 st March 2025)
Responsible to:	Operations Support & Veterans Co-ordinator

Main Purpose of Job:

Active Plus will play a key part in boosting the confidence, motivation and communication skills of project participants as they deliver bespoke courses using the skills and experience of wounded, injured and sick military veterans. Courses will focus on wellbeing and employability as the Instructors support participants on their journey.

Working as part of a team of wounded, injured or sick military veterans who are inspiring people to make positive changes in their lives. You will assist the Lead Instructor in the delivery of courses alongside volunteers to members of the community across Cornwall. Delivering confidence and motivation training you will assist participants in their journey towards employment, training or job searching.

You will promote and represent the activities that Active Plus delivers ensuring in positive and successful progression for participants. You will bring a wealth of experience from your time in the Armed Forces and have the ability to inspire, motivate and promote positive change.

Key relationships:

Internal	External
<ul style="list-style-type: none">• Lead Instructor• Project Manager• Active Plus Senior Management Team• Active Plus Finance Manager	<ul style="list-style-type: none">• Other delivery partners• Strategic and Referral organisations e.g. Jobcentres, Local Authority, People Hub, NHS, Housing Associations, Voluntary and Community sector organisations• Local employers• Project participants

Main Duties and Responsibilities:

- Assist the Team Lead to deliver engaging confidence and motivation courses to members of the community across Cornwall
- Work as part of a team of deliverers to inspire, motivate and engage participants through Active Plus courses ensuring that courses are inclusive and meet the needs of the participants
- Deliver relevant training activities as required by the Lead Instructor
- Play a key part in recruiting programme participants which will include meeting potential participants, informing them about the project, checking eligibility and signing them up with the relevant paperwork
- Engage with local communities to build a strong network of support, participants and employers
- Adhere to policies and processes set by Active Plus and the Project Management Team
- Develop and maintain effective relationships with other partner organisations, building a good knowledge of the specialist support and activity on offer that adds value to the delivery
- Assist with training new volunteers joining the delivery team
- Assist with the delivery of end of course presentations for each cohort
- Attend meetings of the Project-wide delivery team
- Ensure all financial, administrative and compliance processes are adhered to at all times, seeking advice and support from the Delivery Team Manager as appropriate
- Ensure that data protection guidelines are followed at all times

Person specification

Skills, knowledge and experience		
Essential	Desirable	How identified
Experience of delivering training.	Teaching or training qualification.	CV Personal statement Interview
Experience of effective working with partner agencies.	Knowledge of the local labour market and current opportunities available for employment and training.	CV Personal statement Interview
Ability to communicate with a wide range of audiences.		Personal statement Interview
Sound knowledge of the Microsoft Office suite.	ECDL qualification or similar.	CV
Experience of working within the community and supporting participants to achieve their goals.	IAG or coaching qualification.	CV Personal statement Interview
A knowledge and understanding of the challenges faced by wounded, injured or sick military veterans.	Experience of the armed forces or of working with organisations who support the armed forces.	CV Personal statement Interview
Experience of working to strict deadlines whilst ensuring that all work is effective and compliant.	Experience of European Social Fund or grant funded delivery	CV Personal statement
Current clean driving licence and access to a vehicle for business use		

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

Application Process:

To apply for this role please submit the following documents via email to Rob Bradshaw rob@activeplus.org.uk

1. A CV of no more than two sides of A4 and
2. A Covering Letter of no more than two sides of A4 detailing why you would be suitable for this role

The closing date for all applications is **Sunday 14th April 2024**

Interviews will take place week commencing **Monday 22nd April 2024**