



Helping people change
their lives for the better

Voluntary Action LeicesterShire (VAL) helps people change their lives for the better through voluntary and community action. We are one of the largest voluntary and community sector support organisations in the UK, working across Leicester city and Leicestershire, and have the aspiration to become a national leader in our field.

Training Development Officer

Leicester City Centre, LE1 5SN

35 Hours per week, Full time

Pay: £28,271 per annum

An exciting opportunity has arisen for a Training Officer to join our Sector Support Team to develop, co-ordinate and deliver VAL's training programme. As lead Officer for our external training offer, you will manage, design, deliver and develop VAL's free and paid-for training programme. The programme has tough financial targets and you will need to safeguard quality standards, ensure optimum delegate occupancy and undertake programme monitoring and evaluation. Increasing training sales will be key to your role and you will work closely with our inhouse Marketing and Communications team on promoting the various programmes. Your role will also focus on continuous development, working with colleagues to review, refresh and develop content, new programmes and source internal and external trainers.

An excellent and passionate communicator, you will need to demonstrate established experience of designing, developing, promoting or delivering successful training. Your workload will be complex and varied so a flexible approach is key. You will have experience in training analysis, evaluation and reporting and will be ably supported by internal subject matter experts.

Voluntary Action Leicester is a sector leading diverse and ambitious organisation, with a vision for growth. You will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave, rising with service, plus bank holidays and a 6% employer pension contribution.

Closing date: Thursday 19 September 2019, 12 noon

Interviews: Monday 30 September 2019

The job description, person specification and application form for this role can be found here <https://valonline.org.uk/work-for-val/> or alternatively telephone Donna Taylor on 0116 257 5034.

For an informal discussion about this role, please contact Kevin Allen-Khimani, Executive Manager Public Sector Contracts and Projects kevin.ak@valonline.org.uk, 0116 2575007