

## Coaching Practitioner/Assessor

**Contract term: Permanent, full-time (part-time considered)**

**Hours: 37 hours**

**Location: Ocean Park House, Cardiff and Field Based**

**Salary: £27,500 rising to £30,500 per annum pro rata**

**If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!**

### Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

### What you'll do:

We are looking for a passionate individual who will deliver blended training sessions both within the classroom and online in order to assess competence to Awarding Organisation requirements for Coaching qualifications (ILM L3 Award in Coaching and the ILM L5 Certificate in Coaching and Mentoring).

The role is based at OPH and fits within the Learning & Development Route reporting to Head of Learning for Work. Mentoring and support provided by ACT's Management Development Specialist.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

### What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

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We invest in people Platinum  
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## What you are responsible for:

- To deliver Coaching qualifications to internal and external candidates through workshops and assessment visits in the workplace to include marking of assessments and evidence.
- To build and maintain learner relationships to ensure learner progress on qualification and timely achievement.
- To evaluate training delivered and ensure continuous improvement.
- Develop curriculum and course resources (including distance learning resources) to support the delivery of specified courses.
- To track progress of courses delivered.
- To keep up to date with all related administration including updating the internal learner management systems for the qualifications being delivered.
- Measure, monitor and mark assignments to aid timely completion.
- To liaise and support the Awarding Body in quality assurance visits.
- To deliver any other internal and external training sessions as required.
- To ensure compliance with Equality and Diversity legislation in relation to the training delivery.
- To share areas of good practice and improvement with colleagues.
- To support assessor development, as required.
- To attend and actively participate in any standardisation meetings and undertake improvements, as required.
- To maintain occupational competence and update professional qualifications, as appropriate.
- To attend sector and awarding organisation networking and training events, as required.
- To monitor, respond and follow up poor learner progress and areas for improvements.
- Provide ongoing support to qualified coaches within ACT.

- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

### Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display ACT core values at all times.

## Person Specification

### What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable		
<b>Experience</b>	<b>A</b>	Application	<b>A</b>	Application/ Interview		
		Current evidence of continuing professional development and practice in assessment and learning and development.				
		Current expertise in coaching up to Level 5.				
		Current (within the last three years) occupational experience in Leadership or Management or Team Leading Skills.				
<b>Qualifications &amp; Knowledge</b>	<b>A</b>	Application/ Certificate verification	<b>A</b>	Application/ Certificate verification	Teaching Qualification (PGCE or equivalent)	
	<b>B</b>	Application/ Certificate verification				Assessors qualification – D32/33, A1, AVA or equivalent
	<b>C</b>	Application/ Certificate verification				Verifiers qualification – D34, V1, IQA qualification or equivalent
		Coaching Qualification – Level 5 minimum				
<b>Skills &amp; Attributes</b>	<b>A</b>	Interview	<b>A</b>	Interview	Welsh speaker	
	<b>B</b>	Interview				Creative and passionate for training/learning
	<b>C</b>	Interview				Ability to develop others
	<b>D</b>	Interview				Proven track record of meeting targets
	<b>E</b>	Interview				Excellent written and verbal communication skills
		Well organised				

	<b>F</b>	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	<b>G</b>	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	<b>H</b>	Interview	Team player with ability to work on own initiative			
	<b>I</b>	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
<b>Personal Qualities</b>	<b>A</b>	Interview	To uphold ACT Values			
<b>Other</b>	<b>A</b>	Interview	Hold a full U.K. driving licence and access to vehicle			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=22901-BBDB730A-717F-4BAC-A2B2-6AA74B8A792A>

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