

Online Retrofit Trainer (Green sector)

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Company: Generation UK & Ireland

Location: United Kingdom

Category: business-and-financial-operations

Location: Remote

Day rate: £350

Contract: Full-time or job-share; hours: 9 AM to 6:00 PM

ABOUT THE ROLE

We are seeking a talented instructor to remotely deliver our online 10-week Retrofit Advisor programme. The programme equips learners with the behavioral skills, mindsets, and technical skills needed to become a successful Retrofit Advisor in the Green sector. We welcome applications from anywhere in the UK.

Our programme trainers are a key part of our bootcamps. The trainer interacts with participants on a daily basis and have the greatest potential to ensure that our adult learners succeed. To be successful in this role you must have extensive experience working in the Green or Retrofit sector, as the content of the course is technical and specific to the industry. The addition of industry experience is vital to the success of the instructor and our participants.

By joining Generation, you will become a part of a global community of instructors, with an opportunity to network and learn techniques from other trainers across the world. You will be supporting a cohort of approximately 25 students, many of whom have been marginalised, to break into the green jobs sector. Your support will create a life changing career opportunity for the learners, who interview for roles in the sector immediately after completing the course.

Start date: 1 July 2024

Initial contract is for 2 weeks onboarding, followed by 10 weeks delivery. Monday to Friday - teaching takes place from 9-4:30, + 1.5 hours daily for preparation & admin, meetings with staff or learners as needed. These will likely be a mix of before or after class, and can be discussed and agreed with your manager.

We will also consider the option of a job share - please let us know if that would be your preference.

Compensation: £350 / day

Generation acknowledges the duty of care to safeguard, protect, and promote the welfare of staff and learners and is committed to ensuring safeguarding practice reflects statutory responsibilities, and government guidance and complies with best practice.

All our staff in the UK are required to undergo a DBS check.

ABOUT YOU

You are passionate about the Green sector, and are an expert in the space (e.g. Retrofit Coordinator, Chartered Surveyor, or other role where you have built up expertise in the Retrofit space).

You will have experience running workshops or training sessions, ideally virtually, and are excited to be an instructor for a 10 week online programme.

You enjoy delivering sessions with energy and enthusiasm to generate excitement about the role.

You build strong relationships with younger and older adults and have the tenacity and resilience to support them to successfully complete the programme.

Essential Mindsets & capabilities needed to succeed in the role:

Passion for helping change the life trajectories of a diverse group of students (potentially including recent graduates, mid-career switchers, and disconnected populations).

Professionalism. This includes but is not limited to adherence to a professional dress code, communications and engagement with supervisors, colleagues and students and pays close attention to detail.

Excellent oral and written presentation skills in English.

Data Management. The ability to collect and analyse training data as required.

Be self-reflective, openly receive feedback on your performance and should be able to apply feedback and pursue additional learning to improve.

A positive, solutions-oriented attitude, drive for excellence.

Interpersonal Skills.

Strong cross-cultural skills that demonstrate the ability to engage well with participants.

The ability to be a team player.

ABOUT GENERATION

Generation's mission is to train, coach and support people into life-changing careers that would otherwise be inaccessible to them.

We are a UK registered charity, founded by McKinsey and Company, delivering tailored programmes to recruit, train and place unemployed people into work. Through our unique approach, we also solve a wide range of employer challenges—skilled talent shortages, poor job performance, lack of diversity, and high turnover.

Generation launched globally in 2015, and has grown quickly to become the world's largest demand-led employment initiative. We have placed over 76,500 people into roles (many of whom have suffered some form of adversity), working with over 11,000 employer partners to date across 17 countries and 26 professions.

Generation UK&I is currently running training to employment programmes in the West Midlands, London, Manchester, Ireland, Leeds and Scotland. We run a range of tech bootcamps as well as programmes supporting people into healthcare and the Green sector. By joining Generation UK&I now, you will become part of an organisation which is determined to play its part in addressing both of these challenges for people in the UK and Ireland over the coming months and years.

Find out more at

[Here](#) our colleagues share what they love about working in Generation:

Requirements

RESPONSIBILITIES

Delivery of Skills-based Training (80%) under the guidance of Generation's Head of Learner Progress and with the support of Generation's Learner Progress Manager

Follow the overarching structure and flow of the curriculum, including behavioral skills, mindsets, technical, and employment essentials sessions.

Leverage subject matter expertise during synchronous delivery of online sessions

Prepare and personalise sessions by reviewing curriculum materials and integrating stories or examples to increase participant learning.

Engage participants in active thinking and participatory learning using effective communication and facilitation techniques.

Differentiate instruction to meet individual learning needs and accommodate different learning styles.

Provide in-the-moment feedback to participants to clarify misunderstandings and/or encourage critical thinking.

Provide relevant and timely feedback to students on formative and summative assessments, including student projects.

Engage in Generation-sponsored instructional support, professional development and training.

Collect and report necessary data within Generation systems to ensure student attendance and progress is tracked

Stakeholder Engagement & Management (10%)

Collaborate with Generation staff to identify and mitigate potential risks to participant success and achievement of their goals.

Collaborate with the on-programme team to deliver excellent learning quality and respond to ongoing learner feedback

Participant Mentoring and Support (10%)

Build relationships with participants, develop an understanding of their personal strengths and challenges, and foster a supportive classroom environment.

Motivate and support participants to persevere through challenges and continue on

their journey of professional and personal growth.

EXPERIENCE

Essential

Strong subject knowledge in the following areas:

Energy supplier billing, tariffs and consumer advice and support services

Qualified as a retrofit coordinator, retrofit assessor or retrofit advisor (or other related disciplines; e. g., building surveyor, or architectural background)

At least one year's experience working as a retrofit coordinator or assessor, or two years working as a retrofit advisor or other related discipline

At least one experience delivering training, coaching, or mentoring

Desirable

Member of a professional body, technical or teaching related

1+ year of teaching or training experience

Recognised Level 3 FE teaching qualification (or equivalent)

Competency in Teams, Microsoft Office skills (Excel, Word & PowerPoint) and Google Drive

Benefits

A fair chance

Every role at Generation is open to applications from all sections of society. We believe in the potential of everyone; regardless of race, religion or belief, ethnic origin, different physical ability, family structure, socio-economics, age, nationality or citizenship, marital, domestic or civil partnership status, sexual orientation, gender identity, or any other aspect that makes you, well, *you*.

We believe that the more diverse we are the better we become. More than just encouraging your application, we're committed to conscious inclusion that (we hope) cultivates an ethos of belonging, connection and shared purpose. We go further together. It's this philosophy that drives us towards our mission. We open our doors to those who

share this mindset.

We are particularly interested in hearing from candidates from marginalised groups. We will assess applications on a rolling basis and close this posting as soon as we have found the right candidate. We look forward to hearing from you.

All staff must undergo a basic criminal records check.

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