

## Training Coordinator

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Company: Right at Home

Location: Crawley

Category: business-and-financial-operations

### Right at Home Reigate and Crawley - Training Coordinator

**Location: Redhill, Surrey**

**Hourly Rate: Salary: £23,000 to £26,000**

**Hours per week: Hours**

It takes a truly special person with the right personality and a passion for making a real difference to work for Right at Home Reigate and Crawley.

Right at Home Reigate and Crawley provide *premium quality* home care to adults with disabilities. We have built up a first-class reputation worldwide and are recognised as one of the top industry leaders in the UK.

A new and exciting opportunity has become available to join our fantastic team as our Training Coordinator to manage the training program and training delivery to staff.

#### **We offer:**

Competitive Pay based on experience £23,000 to £26,000 + Bonus Scheme

Award-winning training with access to online and in-person training courses

Ongoing support with your work-life balance being a priority

Opportunity to learn from peers across our network

Be part of a really passionate team of care professionals

Progression opportunities through our extensive career pathway

## **Main duties and responsibilities:**

Liaising with the Business Owner and Care Manager with regards CareGiver training requirements

To organise, implement, facilitate and manage the training program for the Company

To arrange and deliver induction training and assess the competency of CareGivers completing the Care Certificate to meet the Company's recruitment needs

To deliver appropriate and relevant training to enable CareGivers to carry out their work to a high standard and in accordance with current legislation and Right at Home Policies and Procedures

Maintain training records for all staff in accordance with company requirements and regulatory bodies

To carry out robust spot checks, service reviews, observations and file/ documentation audits

To maintain robust monitoring, evaluation and quality assurance systems, reporting any concerns to the Care Manager and Company Director.

Participate in the out-of-hours On-call rota to support the caregivers working in the community.

Ensure outstanding compliance across the business.

## **Qualifications and Experience**

Train the Trainer qualifications in Moving and Handling, and Administering Medication - Desirable

Previous experience of training management and delivery in the care sector - Essential

A1 Assessors award or TAQA – Desirable

Suitable training will be provided for the right candidate in the absence of the above qualifications.

## **Skills and Attributes:**

Has the desire to make a real difference and greatly improve an already well-established business

Excellent communication and interpersonal skills

Good computer skills including proficient use of MS Office, the ability to produce reports and good computer systems knowledge

Self-motivated and flexible, with a willingness to participate in an on-call system for out of office hours

Extremely well organised, excellent planning and prioritising ability with high attention to detail

Ability to establish and maintain effective professional working relationships

Strong administration skills and ability to manage multiple workloads

Right at Home Reigate and Crawley covers the following areas: Redhill, Reigate, Horley, Crawley, Oxted and Godstone – including small towns within territory.

We take great pride in developing our team. If successful, you will have access to an outstanding support network to allow you to grow and reach your full potential.

*Right at Home is an equal opportunities employer and we are determined to ensure that no job applicant receives less favourable treatment on the grounds of personal or protected characteristics.*

## **Perks & Benefits**

### **Competitive Pay and Mileage**

Competitive hourly rates plus mileage and additional benefits.

### **Training and Support**

With fun and interactive employee training, regular 1-1 support and access to a real career pathway... the sky's the limit!

### **Feel Valued and Appreciated**

We know that our CareGivers are the face of the company, so we ensure that we value our team – supporting them and helping them develop as well as recognising the amazing work they do!

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