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### TRAINING AND DEVELOPMENT:

- DEPARTMENT:** Learning and Development Team
- LOCATION:** Newport (Gwent) or Swansea
- REPORTING TO:** Training Coordinator / Quality and Development Manager

### PURPOSE

Barod has a thriving training provision, both internally for staff; and externally for other professionals. We are going through exciting developments within the department, with new training courses being developed and a full-scale review of all of our current training packages.

We are looking for a volunteer to help support the review and development of training and, where appropriate, support the delivery of courses which fall within their knowledge base. The role will also support the implementation of new processes around staff training and will help us to develop new and exciting ways to promote our training to a wider audience.

This role will provide a volunteer with opportunities in facilitating learning; researching and devising training and campaigns; and representing an organisation at events.

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### KEY TASKS:

- Admin support
- Promote and advertise training and campaigns using a variety of media
- Support the development and preparation of literature, resources and activities
- Shadow/ support the delivery of training and manning of events/ stalls
- Promote harm reduction information and services

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### DEVELOPMENT OPPORTUNITIES:

- Support and develop further training packages, resources and opportunities to engage with individuals and the community
- Facilitating events and training

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### KEY SKILLS:

- Good organisational skills
- An outgoing and friendly manner
- Good communication skills
- A willingness to learn more about the effects of drugs and alcohol on individuals, families and the community
- Empathy and a non-judgemental approach
- The ability to follow Barod policy and processes; and to work within our core values
- Basic understanding of Microsoft Office programmes
- Creativity and the ability to communicate ideas