

JOB DESCRIPTION

Job Title	Associate Trainer
Responsible to	Business Manager
Responsible for	n/a
Place of Work	Home-based. In person training; usually trainers work close to their own geographical region where possible.
Hours of Work	Flexible - delivery of a minimum of 8 training sessions per semester (according to demand) throughout the 2024-25 academic year.
Additional Hours	n/a
Remuneration	£12.00 per hour

1. Purpose of Job

To train student representatives who are involved in commenting on their learning and teaching experience within their institutions of study, primarily through the delivery of a range of training products as part of the Associate Trainer team, supported by sparqs staff.

2. Main duties and responsibilities

- 2.1 To attend training and development events to develop the required skills and knowledge to train course representatives.
- 2.2 To prepare, administer and deliver training to student representatives.
- 2.3 To be committed through practice development to continue to improve the training and its delivery.
- 2.4 To take part in other development opportunities as appropriate.

3. Job Activities

- 3.1 Attend sparqs training and development events as required over the course of the academic year. (See background information sheet for further information.)
- 3.2 Deliver training to groups of students within their institutions (online or in-person) for your allocated region of Scotland and in other regions by arrangement.
- 3.3 Carry out administrative duties related to sparqs training provision, for example tallying student evaluation forms, typing up attendance sheets, completing self-evaluation forms and day sheets and forwarding these to sparqs according to agreed timescales.
- 3.4 Undertake meetings with sparqs Development Consultants to discuss practice and professional development.

4. Additional

The post holder may be required to perform other duties in order to contribute to the overall work of sparqs.

PERSON SPECIFICATION

This role would suit a student wishing to develop their core skills in presentation, training, group work and facilitation, and will provide the successful candidate with an opportunity to learn more about student engagement in further and higher education in Scotland and the variety of organisations that support it.

	Essential	Desirable
Qualifications & Experience		
Previous experience of being a course/apprentice representative, or other representative, or involvement in similar activities that work to enhance the student learning experience	X	
Studying at a college or university.	X	
Previous training as a course representative.		X
Previous experience of making presentations, training, group work and/or facilitation.		X
Abilities, Skills and Knowledge		
Ability to communicate orally, clearly and concisely.	X	
Confident when speaking in public.	X	
Ability to juggle competing priorities according to deadlines.	X	
Computer literate and regular access to email/internet.	X	
Confidence to participate in events via video-conference (e.g. Zoom)	X	
Experience of delivering training via video-conference (e.g. Zoom)		X
Knowledge of students' associations and how they work.		X
Knowledge of issues relating to the needs of diverse students within colleges or universities.		X
Personal Characteristics & Behaviours		
Commitment to student engagement and course representation.	X	
Willingness to travel (by public transport wherever possible).	X	
Commitment to undertaking required training and development opportunities.	X	
Commitment to an environment that promotes equality of opportunity whilst recognising and valuing diversity.	X	
Willingness to take on other duties.		X

Successful candidates will be subject to a Disclosure Scotland check under the Protection of Vulnerable Groups (PVG) scheme.