

**Job Description**

**Training Lead**

**Reporting to:** Operations Manager

**Hours:** Part-time (22.5 hours) fixed-term until March 2027. The successful candidate should be flexible in the working days and hours to meet the needs of the role.

**Terms:** 33 days including bank holidays pro rata. After two years’ service this increases by 1 day a year up to a maximum of 5 days (pro rata). 1 day volunteering leave per year also available (pro rata)

**Salary:** £26500-£30000 pro rata

**FareShare Cymru**

FareShare Cymru is an independent charity and part of the national FareShare U.K. network of surplus food redistribution charities.

We turn an environmental problem into a social solution. We source quality surplus food – from food retailers, manufacturers, and suppliers – engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

Volunteers and employability participants are vital in supporting the work of FareShare Cymru. We aim to deliver high quality volunteering opportunities, while providing skills and experience to help people to secure work should this be their goal.

This is an exciting opportunity to be instrumental in setting the next phase of our development.

**Circumstances**

The role is based in our Cardiff warehouse, Capital Business Park, CF3 2PU

**Purpose Of The Role**

To develop and deliver impactful and engaging training programmes for FareShare Cymru staff, volunteers and employability participants, ensuring relevant and consistent training is provided, maintained and recorded in line with FareShare Cymru compliance and legislation.

This role is vital in strengthening FareShare’s Cymru’s compliance and ensuring the continuous development of all our staff and volunteers.

**Main Tasks and Responsibilities:**

* To develop induction and training programmes for staff, warehouse volunteers and delivery drivers based on FareShare Standard Operating Procedures, Health and Safety and Food Safety, particularly focused on a food distribution warehouse environment.
* Deliver engaging on the job training and coaching to teams using hands on evaluations and observations as well as written testing where appropriate.
* Support both our Volunteer and Employability leads on the induction of new volunteers
* Implement a system for recording and tracking all training delivered
* Deliver and record periodic refresher training when required
* Review training documentation to ensure these cover latest legislation and are compliant with internal FareShare systems including all aspects of health and safety and food safety
* Source specific external training where required i.e. First Aid, Fire Warden etc
* Compile progress reporting and feedback to line manager as agreed
* Develop and manage other appropriate activities as defined by your line manager

**Person specification**

We are looking for a dynamic and engaging individual with excellent training, coaching and mentoring skills as well as a commitment to the development of others. The right person will strive to uphold the values and ethos of FareShare Cymru.

**Experience:**

* Demonstrable experience of developing and delivering successful training programmes preferably within a warehouse environment
* Can compile records accurately and confidently report on progress and projections
* Has worked with people from a wide range of backgrounds
* Experience of working with volunteers
* Holds a training qualification

**Skills, knowledge and abilities:**

* Excellent verbal and written communication skills and the ability to communicate effectively with a wide range of people
* Enthusiastic with the ability to engage trainees in the programme
* Adaptable to meet trainee needs and adjust training style/delivery accordingly
* Ability to work in a multi-disciplinary team and work on own initiative to meet objectives
* Confidence to develop and manage a bespoke training programme
* Ability to collect and report on data accurately, using relevant software
* Working knowledge of Microsoft Office
* Proven ability to develop and maintain good working relations, both within an organisation and with stakeholders

**Values and behaviours**

* A commitment to Equal Opportunities and Safeguarding
* A commitment to continuous professional development undertaking any training required to fulfil the role
* An understanding of, and sympathy with, FareShare Cymru’s mission and strategy
* Flexibility of approach and ability to work in a team
* Willingness and ability to travel around Wales and possibly UK on an occasional basis
* Has or is willing to undertake a DBS check

Desirable skills

* Full, Clean driving license
* Experience of driving a van
* Qualified Forklift Truck Operator