

POST TITLE: Lead Trainer (for Wandsworth based project delivery)**GRADE:** £22.00 per hour**RESPONSIBLE TO:** Dom Chambers CEO**RESPONSIBLE FOR:** Delivering an agreed schedule of training to young participants, overseeing the Arts Award qualifications and ensuring project broadcast deadlines are met.**PLACE OF WORK:**

Riverside Radio, 281-285 Battersea Park Rd, London SW11 4LX

DAYS AND HOURS OF WORK:

5/6 hours per week over term time (estimated at 38 weeks per year). There may be an opportunity to work more hours depending on availability.

OVERTIME: By prior agreement.**START DATE:**1st September 2025**PROBATION PERIOD:**

3 months

PERFORMANCE REVIEW ARRANGEMENTS:

Annual, conducted by the CEO against job description

Main Purpose of the Job.

Sound Vision empowers individuals and communities through personal development, education, creativity and communications. With a variety of training projects, we offer solutions to significant social challenges around lack of opportunities, loneliness, isolation, and regional disparity. By encouraging creativity our skills-based learning programmes are inclusive of neurodiversity, learning disabilities, mental health challenges and those seeking employment.

Sound Vision CIO is a registered centre to deliver Arts Awards.

The Lead Trainer will be responsible for training a range of young people from the Wandsworth region of SW London to develop skills and qualities needed to create radio content whilst raising self-esteem and promoting confidence. They will be responsible for designing and delivering an Arts Award course within the Sound Academy service line infrastructure. They will agree and monitor impact measurables and outcomes.

1. Role in detail

- 1.1. Training a range of students to develop skills and qualities needed to create radio content whilst raising self-esteem and promoting confidence.
- 1.2. Liaise with Sound Vision management in course design, delivery and reporting outcomes.
- 1.3. Keep accurate records and complete paperwork for each student.
- 1.4. Write termly reports on progress and include WEMS data (The Warwick Edinburgh scale of wellbeing).
- 1.5. Manage and support other training staff, volunteer or contracted.
- 1.6. Delivering and assessing the Arts Award and being responsible for the administration of the moderation process.
- 1.7. Ensuring that all online training tools are accessible to trainees and kept up to date.
- 1.8. Attend top up training as may be needed in the ongoing delivery of Arts Awards.
- 1.9. Attend any training as agreed with the CEO in the execution of this role.
- 1.10. Attend annual certificated Child Protection and PREVENT Training.

2. Person specification

Skills and experience	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Teaching qualification or relevant experience. • Willing to have Child protection training. • A DBS certificate or willing to undertake the requisite DBS checks. 	<ul style="list-style-type: none"> • Child protection training. • Knowledge of delivering certificated courses. E.G. Arts Awards, NCFE, City & Guilds.
Principal Trainer Skills	<ul style="list-style-type: none"> • Proven record of working with SEND children. • Proven record of working with 11-18-year-olds. 	<ul style="list-style-type: none"> • Knowledge and experience of using a recording studio. • An interest in and experience of radio broadcasting. • Knowledge of charitable/volunteer sectors.
Administrative and	<ul style="list-style-type: none"> • Good organisational and administrative skills. 	

Organisational skills	<ul style="list-style-type: none"> • Good IT skills particularly Word and Excel. • Willingness to learn new computer and technical systems including mixing and production desks. • Personable with co-workers and able to build good working relationships with other team members. • An ability to work as part of a team and manage workloads. • Adaptable and flexible • Able to deal with sensitive information in a confidential manner. 	
Ongoing training and Continuous Professional Development.	<ul style="list-style-type: none"> • To complete Updated Child Protection training every year. • Take part in continuous professional development which might include: <ul style="list-style-type: none"> ○ Taking part in a local inset training day. ○ Seminars delivered by the Arts Awards to discuss delivering Arts Awards to SEND students. ○ Other training to maintain skills and ensure the trainer's teaching knowledge is current and updated. 	

3. Additional/Other Duties. Examples.

- Visiting outreach projects being supported by Sound Vision to offer guidance and support to project leaders as required by the CEO. This will be by agreement.
- To support course participants engaged with Riverside Radio's outside broadcasts by prior agreement.