

Appendix 2

The Role and Responsibilities of the Deliverer/Advisor

1. Main Purpose

To be responsible for the effective provision of training, advice and guidance that meets the standards, learning outcomes and requirements of the Institute of Leadership and Management (ILM) qualifications. To facilitate student learning and positive outcomes and maximise training potential. To monitor training and learning outcomes.

2. Duties

1. To assist in the design, development and delivery of Coaching and Mentoring training programmes in accordance with the ILM standards, learning objectives and requirements.
2. To contribute, as part of a team, to the development of Coaching and Mentoring Programmes leading to work-based skills.
3. To design and develop appropriate teaching and learning resources based on the ILM standards and learning objectives.
4. To take responsibility, as required, for the supervision of student learning for the Programme.
5. To effectively brief and induct trainees when joining training programmes, including contact with employers as required.
6. To agree training action plans with trainees, giving consideration to the required learning outcomes. Continuously assess, monitor and record progress in line with Marvellous Minds and ILM requirements.
9. To maintain attendance, progression, review records and achievement records as per Marvellous Minds quality assurance processes and ILM requirements.
10. To take an active part in marketing opportunities, in liaison with the Programme Director.
11. To be a part of the programme team and maintain a flexible, involved and supportive role towards the work of the Coaching and Mentoring Programmes.
12. As required, to support all staff and students in order to ensure effective operations in the Coaching and Mentoring Programmes.
13. Where the deliver/advisor cannot deal with a problem that has arisen, to refer the problem to an appropriate member of staff or the Programme Director.

14. To develop and maintain good working relationships with all external and internal customers of the Marvellous Minds.
15. To ensure that equal treatment and access to training opportunities is provided for all learners regardless of race, creed, sex, sexual orientation, ethnic origin, culture or disability.
16. To undertake appropriate continuous professional development as agreed with the Programme Director to keep abreast of developments in the principal area of work.
17. To follow strictly the requirements of the Marvellous Minds' Health, Safety & Environmental Policy and Equality/Diversity Policy.

3. Other Requirements

18. A willingness to travel to fulfil the duties of the post.