

Training Officer

Service	Reporting to	Location	Grade
Children's Services	Head of Home	Barton Moss Secure Care Centre	3C

About the role

- To ensure the service is compliant with statutory guidance including the quality standards and Care Regulations.
- To develop and oversee a Workforce Development Strategy to include practice standards.
- To work collaboratively with the children and staff to develop and oversee an annual Training Plan for the service.
- To liaise with the Children's Services Workforce Development Team to coordinate apprenticeship schemes and students where appropriate.
- To oversee the induction and ongoing training of all staff to ensure effective practice.
- To work closely with colleagues to ensure that training meets the needs of the service.
- To be able to develop and deliver training to address identified gaps.
- To keep up-to-date with national guidance and evidence-base and to ensure that this is cascaded to the workforce.
- To support workforce development on an individualised and service wide level.
- To effectively record, monitor and evaluate the impact of training.
- To be accountable for the implementation of training and to actively contribute to service wide governance and oversight.
- To undertake additional duties in line with service need.

Key outcomes

- Staff will have an effective and supportive training package to ensure quality practice.
- Staff training will ensure that the service can meet the needs of the children we care for.
- A clear Training Plan and Workforce Development Strategy is in place.
- Staff will have an up-to-date working knowledge of current evidence-based practice and National Policy.
- The Centre Manager will have assurance that the Workforce Strategy ensures a competent workforce and that any identified gaps are being addressed through the Training Plan.

What we need from you

- A qualification and/or experience relevant to the role.
- Experience of developing and delivering training programmes.
- Knowledge of National Policy and evidence-base relevant to the care of the children.
- An ability to monitor and respond to training compliance.
- To demonstrate Salford City Councils Values and the service specific values.
- Good organisational skills and experience of accurate record keeping.
- To be reliable, take personal responsibility and be accountable for your role and responsibilities.
- An ability to work in collaboration and to build and maintain professional relationships.
- Strong IT skills to promote the design and delivery of training packages.
- Excellent communication across all levels.

Other Requirements:

- Enhanced DBS clearance.
- Commitment to multi-agency working and positive outcomes for children.
- Flexible to work outside standard hours.
- Commitment to continuous professional learning.
- Uphold confidentiality, equality, and diversity standards.
- Model organisational values and leadership behaviours.
- Foster a solution-focused approach and promote a positive team culture.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

Tailored Development

We will support you in your development

- Apprenticeships

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

Role details

Completed by: Vanessa O'Dare

Date: 14.11.25

Job code:

Job score:

Date of evaluation:

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