

Student Trainer role description

Pay grade

Hourly rate £11.03 Inc. holiday pay (Category 3)

Summary of role

As a Student Trainer you will deliver pre-written workshops throughout the academic year, mainly at the South Kensington campus. Workshop topics may include (subject to change):

Imperial Plus

Project Management, Emotional Intelligence, Team Management, Leadership Development, Persuasion and Negotiation and Effective Communication.

Activities

Annual Budgeting, Club Finance, Sponsorship, Trips & Tours and Give it a Go.

Imperial Award

Introductory information on getting started on the Imperial Award.

We are looking for enthusiastic students who are excellent communicators, are well organised and reliable and can think on their feet. To apply you should be willing to develop your own skills and motivated to train and support others to develop theirs. No training experience is required as all Student Trainers will attend a train the trainer course and be supported by Union staff to deliver pre-written workshops to our volunteers.

Relationship with: ICU Student Development (Imperial Plus) or Student Activities Team (Activities), other Student Trainers

Responsible to: Training & Development Manager (Imperial Plus) or Student Activities Coordinator (Development) (Activities)

Key responsibilities and duties

- Attend a mandatory one day train the trainer course in September and a half-day refresher course in the Spring term (dates to be confirmed)
- Commit to deliver a minimum of eight 2-hour workshops throughout the academic year
- Deliver evening (and sporadically afternoon) workshops, a majority of which will be at South Kensington but occasionally at non-SK campuses (travel will be reimbursed)
- Collect and return training materials and equipment from/to the Imperial College Union for each workshop
- Attend and contribute towards workshop evaluation meetings as required
- Support the ICU staff team in promoting developmental opportunities for students
- Undertake training administration tasks, e.g. data processing, as required
- Maintain regular contact with Training and Development Manager (Imperial Plus) or Student Activities Coordinator (Development) (Activities)
- Be a positive representative of Imperial College Union
- Uphold the Unions equality and diversity policy at all times

Skills and knowledge required

- Core presentation and facilitation skills
- Excellent communication skills
- Great organisational skills

- Enthusiastic about personal development and learning new skills
- Open to feedback, and willing to act on feedback
- Attend relevant training as required in order to fulfil the role
- Have an understanding of the Union and its structures
- Experience of volunteering with the Union (desirable)

Training and support provided

- Train the trainer day (September)
- Train the Trainer re-fresher (Spring term)
- Ongoing support from the Training and Development Manager (Imperial Plus) or Student Activities Coordinator (Development) (Activities)
- Observation and feedback from staff and peers
- Individual meetings to discuss personal development goals