###### Job Description

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| **Job Title**:  | Automotive Skills Trainer (AST)  |
| **Management Structure**: | Reports to: Garage Manager |
| **Location**:  | Based at FST SMaRT Garage in Woolwich.  |
| **Hours per week**: | 45 hours (excluding lunch breaks)  |
| **Salary:** | £28,000 to £32,000 depending on experience |

**Background:**

First Step Trust (FST) is a charity that provides real work, training and employment opportunities for people excluded from ordinary working life because of mental health problems or other disabilities or disadvantages (workforce).

We have delivered work experience and other opportunities for people (the workforce) across London for many years and we now wish to develop this work through a more formalised training and employment support programme (SMaRT Pathways) initially but not exclusively, in the area of the Automotive trade.

SMaRT Pathways will provide training and personalised support to the workforce to enable each person to improve their “employability” through work placements or other opportunities, e.g. education and training leading to diploma or other qualifications. Each workforce member requires their own Personal Development Plan (PDP) and Training Plan.

We are also in the process of developing assistive technology including Virtual Reality to help people who struggle with traditional learning methods.

Access to on the job skills such as Motor Vehicle Technician (MVT), reception, customer service, finance and bookkeeping are provided at every FST project as part of the daily routine.

**Job Role:**

The AST is responsible for the development and delivery of FST’s in-house garage modular training programme. This programme covers theory and practical and involves monitoring progress and development of the workforce. The aim is to help those who wish to move onto college or employment to further develop their skills and competencies.

Responsible for working with workforce members to provide support in delivering the garage service to retail, trade and fleet customers developing their practical skills, experience and confidence. This is a hands on job, that requires you to work commercially without compromising on the quality of training and guidance delivered to workforce members.

Liaise with the Basic Skills Trainer to ensure workforce members who require some additional help with for example, literacy receive the basic skills training needed in order to enable them to pursue their employment goals in the automotive industry.

Liaise with the Employment Development Worker (EDW) to secure suitable work placements/employment for those ready to move on.

**Main Duties:**

* The post holder will be responsible for ensuring that the technical training is both classroom based and hands on within the garage workshop(s), working on customer’s vehicles with our workforce members.
* This position will involve developing and delivering in-house training in addition to accredited training, reporting appropriate management information and to ensure that our workforce receive the necessary personalised support throughout their time in the business.
* The post holder will be responsible for delivering IMI or other recognised bodies courses/qualifications in addition to in-house training and will be responsible for workforce training and progression.
* Support and train all workforce members on the use of new technologies being introduced and developed within the industry, for example virtual reality equipment.
* To ensure that SMaRT Garage Services operates to the highest possible standards at all times delivering value for money for our customers and excellent training opportunities for the trainees and is in accordance with FST Health and Safety Policy, the Health and Safety at Work Act and other relevant legislation.
* Any other such duty as reasonably required by the line manager that is appropriate to the post.

**Person Specification**

**Essential**

* Qualified to Level 3 in Light Vehicle or equivalent
* Technical training qualification/experience
* Experience of preparing, managing and monitoring learners.
* Experience of providing support to learners whilst undertaking practical on the job training.
* Experience of training people who are at different levels of ability.
* Excellent communication skills
* Sound understanding of Health & Safety in a garage environment.
* Full clean driving licence.
* IT skills, in particular MS Office applications

**Preferable**

* Experience of garage data systems.
* MOT Tester

Please send your CV along with a statement telling us why you are applying for this job providing sufficient information to demonstrate you meet the requirements of the job to email darren.mcevilly@firststeptrust.org.uk