**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job title** | **Associate Trainer** |
| **Salary** | £150-£180 (15 hours total at £10 - £12 per hour depending on experience) |
| **Department** | Education Team |
| **Reports to** | Jamie Galpin |
| **Role Objectives** | * To contribute to the design and delivery of nasen’s Continuing Professional Development and Learning (CPDL) program, to improve the knowledge of people working in Education. |
| **Key duties and Responsibilities** | * To work together with nasen colleagues to design the content for one 90-minute live webinar within our ‘Understanding’ series * To work together with nasen colleagues on planning the delivery of the live webinar * To co-deliver the live webinar with a nasen colleague including helping to answer questions from participants |
| **Privacy Notice** | <https://nasen.org.uk/privacy-and-legal.html> |

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|  | **Person Specification** |
| **Education and Qualifications** | * You have completed full-time education in the UK within the past five years |
| **Knowledge and Experience** | * No previous experience needed * You understand the UK education system and some of the common difficulties that neurodiverse students might experience |
| **Specific skills and behaviours** | * You have a genuine interest in education and the empowerment of all members of the school community through greater understanding of different ways of thinking * You are confident in using online video conferencing software such as Microsoft Teams and Zoom, or you are willing to develop your confidence * You can deliver training remotely using Zoom (there may be the option to deliver the training from our Tamworth office, should COVID restrictions and guidance allow) * You have the right to live and work in the UK |