

## **The Conservation Volunteers Hollybush**

### **Training Officer, Short Courses**

25 hours pw until end August 2018 with possible extension  
£19400 prorata £13850



**Closing Date Monday 23<sup>th</sup> April 5pm Interviews 30<sup>th</sup> April**

**Based Kirkstall, covering Leeds**

### **The Conservation Volunteers – The Community Volunteering Charity**

TCV Hollybush delivers a programme of over 50 short courses under the Targeted Learning Programme for Leeds City Council engaging over 200 priority learners in woodwork, bushcraft, natural crafts, gardening and conservation.

### **This is funded by the Skills Funding Agency in conjunction with European Social Fund Jobs and Skills**

We are looking for a well organised, determined individual to oversee this programme: to drive marketing, ensure recruitment meets the required levels and that tutors complete all the necessary paperwork. A key part of the role is the accurate entry of data on the MAYTAS database.

We need a good eye for detail, patience with online databases and a desire to make an impact on the lives of disadvantaged people.

This post will work closely with many members of the wider TCV Hollybush team. Good organisation skills, empathy, patience and ability to work effectively with a wide range of people are essential.

TCV has been accepted onto the Dynamic Purchasing System for future contracts and anticipates that the programme will continue beyond the summer.

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A full driving licence is preferred BUT not essential as the post holders have use of a company vehicle.

This post is subject to an enhanced DBS check.

An application form AND **full post 16 CV** is required

The Conservation Volunteers is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Enhanced Disclosure and Barring Service (DBS) is required

Forms and further details [www.tcv.org.uk/jobs](http://www.tcv.org.uk/jobs). Return to [J.Preston@tcv.org.uk](mailto:J.Preston@tcv.org.uk)

Questions 07801 686 035

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