

Trainer

**(1-year contract position)**

COMMON GOOD / The Zanokhanyo Network

## ABOUT OUR ORGANISATION

Common Good was founded by Common Ground Church in 2005. We've since impacted thousands of lives for the better through our early life, education and employment initiatives. Common Good inspires and equips Common Ground Church congregants to live out social justice in their everyday lives.

## JOB OVERVIEW

The trainer is primarily responsible for:

- facilitating job readiness training on-and off-site
- teaming up with other trainers
- training administration
- give input towards curriculum
- mentor & develop TZN students
- assist with placements where required.

## KEY RESPONSIBILITIES

- Train TZN's Job Readiness course and ensure that students graduate
- Make sure all training props and equipment are in place for training
- Liaise with Senior trainer regarding number of training manuals to be ordered
- Ensure the register is up to date
- Submit daily feedback papers to the receptionist
- Liaise with Senior trainer to order toiletries for external training, where necessary
- Compile training report in consultation with the Senior Trainer

- Compile trainees character ratings
- Contact absentee students and arrange make-up sessions
- Assist with the selection of suitably qualified graduates for employment opportunities
- Prepare reference letters (where required)
- Order graduation certificates in consultation with the Senior Trainer.
- Ensure that students are registered for i3 Recruit assessment

## MINIMUM REQUIREMENTS

### QUALIFICATIONS:

- Matric and relevant trainer qualification
- Code B driver's license advantageous
- 2-3 years' Training Facilitator

## PREFERRED REQUIREMENTS

### SKILLS:

- An authentic and growing relationship with Jesus Christ.
- Preferably an accredited facilitator
- Willingness to ask, learn, innovate and take initiative
- Ability to encourage students and graduates alike
- Trustworthiness
- Professional
- Skilled facilitator
- Confident
- Passionate
- Dependability
- People-orientated and caring
- Self-motivated

## APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to Coleen Adams (coleen.adams@commongood.org.za) by **Monday, 4 December 2017**. Full job description available on request.