



Chartered
Institute of
Housing

Become a trainer with CIH Housing Academy

CIH Housing Academy offers a comprehensive training programme designed to support housing professionals in overcoming the challenges they face on a day to day basis. To become a trainer with us, you should be an expert in your field and able to deliver training through a combination of formal delivery and sharing of best practice, in a friendly and stimulating environment.

The role involves following appropriate processes and procedures set out in the guidance provided and includes:

- a) producing course materials with copyright secured
- b) producing draft programme outlines as requested
- c) if an internal course, making contact with the customer two weeks beforehand
- d) sending hand-outs to CIH one week beforehand
- e) any other requirements

If you are interested in working with us please send the following information to the Training and Apprenticeships Manager at apprenticeships@cih.org

- An up-to-date CV
- A supporting statement demonstrating how you meet the essential criteria outlined below. Please support your applications with examples/evidence of how you have delivered and adapted training to different audiences and in a range of environments.
- Testimonials from two referees, preferably with at least one referee who can comment upon your experience of delivering training (These should be supplied directly by the referee to CIH).

Successful applicants are expected to:

- be CIH members at or after appointment
- provide evidence of a basic DBS online disclosure check
- take out professional indemnity insurance

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	
<p>A recognised expert in your field</p> <p>Recent training experience in a range of environments</p> <p>Delivering training to different audiences</p> <p>Evidence of adapting and refreshing course materials and delivery techniques</p>	<p>Working in the housing or housing related sectors</p> <p>Experience in coaching and/or mentoring</p> <p>Able to use a variety of delivery methods</p>
EDUCATION AND PROFESSIONAL DEVELOPMENT	
<p>A regulated or equivalent training and/or teaching qualification relevant to the role*</p> <p>Evidence of continuing professional development both in your field of expertise and course delivery</p>	<p>A degree equivalent level qualification in a cognate area and/or a relevant professional qualification</p> <p>Working towards a relevant qualification *</p>

REQUIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS	
<p>Communication skills</p> <p>Ability to motivate and support training delegates</p> <p>Accessibility and flexibility</p> <p>Organisational and administrative skills with an attention to detail</p> <p>Ability to meet deadlines</p> <p>Confidence in using IT and working with different software applications</p> <p>Knowledge of organisation and staff development issues</p> <p>Effective presentation skills</p> <p>Being professional at all times</p>	<p>Knowledge of the housing sector</p> <p>Knowledge of the contexts in which housing organisations work</p> <p>Knowledge of the contemporary issues facing housing practitioners</p>

* Qualification Requirements – Guidance for CIH Housing Academy Contractors identifies preferred qualifications. If working towards a qualification this must be completed within 12 months of starting with CIH. For further clarification please contact apprenticeships@cih.org

Version 1: Aug 2018