Co-Pilot Job Description

Purpose of the role: To support the Main Trainer with the practical elements of delivering online training.

Hours: 3 full days a month (as needed)

Progression: At the discretion of the PP Directors there is potential for a co-pilot to go on to become a co-trainer in due course.

Key Responsibilities

➢ To keep the register each day and to feedback to the Training Coordination Manager (Gus) at the end of the training including where participants have missed more than two hours of training
➢ To monitor and respond to questions in the chat highlighting important questions to the Trainer in the breaks
➢ To set up and time break out rooms
➢ To 'read the room' noticing when participants have their cameras off for long periods of time or are not taking part and bringing this to the attention of the Trainer
➢ To find and post resources that come up in discussion into the chat and to then save the chat, remove any private conversations and share with participants
➢ To be responsible for ensuring participants complete the online feedback via bit.do and to assist any of them experiencing difficulties in doing so.

Personal Skills:

➢ To have completed PartnershipProjects NVR training to Advanced Level and have successfully completed the Coursework or be working towards submitting it.
➢ To be using NVR within your own professional practice
➢ To be a member of the NVRA
➢ To have excellent communication skills
➢ To have excellent knowledge of using Zoom as a delivery platform for online training
➢ To be available for at least one Foundation Level delivery each month (ie: 3 days, either consecutively or 1 day a week).
➢ To respond to questions from commissioners that come up during the training delivery
➢ To be familiar with all of PartnershipProjects policies and procedures including safeguarding and confidentiality