

PLASTERING AND TILING TRAINER JOB SUMMARY | January 31st, 2021

Reporting to: Head Trainers and CEO

Experience: 8+Years

Employment Type: Full-Time; 4-months' Probation

Location: Nairobi, Kenya

Closing Date: January 31st, 2021

Buildher is looking to grow its team by bringing on a Plastering and Tiling Trainer to support the organization's Training Team.

The Trainer will help develop, coordinate, deliver, assess and innovate Buildher's technical training curriculum, working closely with the Head Trainers, and working in regular collaboration with The Buildher CEO and Team. This position is highly collaborative and engages aspects of training, wellness support, mentorship, gender equality and empowerment.

The ideal candidate should possess vast experience Plastering and Tiling, and a passion for highly engaged, hands on learning. The candidate will also need to have a flexible learning mindset and show a willingness and interest to grow and advance their community engagement and women's empowerment skills.

The Buildher Mission: Empower women through construction.

Buildher equips disadvantaged young women in Kenya with accredited construction skills, leading to greater financial prosperity, changing male attitudes and promoting gender equity within the construction industry.

OBJECTIVES OF THE POSITION

- To provide training, advice and support to trainees to ensure they obtain the skills, knowledge and experience relevant to their vocational qualification.
- In partnership with the Head Trainers and team, liaise with employers as appropriate, to ensure that the trainees are undertaking industry aligned training to achieve the appropriate level of vocational & industry qualification.
- To support the Head trainers to deliver the learning activities, schemes of work, theoretical and practical exercises and supervise the work of the technical department team within the Specialist Finishes department on a day-to-day basis.
- To ensure a safe, efficient, dignified and pleasant working environment.

- To support projects as required, contributing and using practical experience to ensure that training programs are achieved on schedule and within budget and to the highest quality standards required.

SPECIFIC RESPONSIBILITIES

- Prepare and deliver learning activities to meet Buildher guidelines and standards, using a variety of methods established by the Head Trainers to support development of knowledge and skills.
- Support drafting practical projects, making cutting list and estimation of project material quantities.
- Prepare Schemes of Work.
- Plan, prepare and deliver lessons to all trainees in class and workshop settings.
- Work within the Buildher curriculum, alongside Buildher's department teams to contribute to relevant committees and other meetings related to ensuring program success.
- Comply with and complete all necessary performance paperwork and processes to the required standard for compliance in conjunction with the Impact and Technical Training teams, ensuring timelines are met.
- Identify, promote and market opportunities to employers with the potential to offer placements/ employment opportunities for trainees liaising with the Placement Department.
- Promote training to new and existing employers to establish and maintain work links and partnerships, working in conjunction with the Placement Department adopting an ambassadorial role to ensure industry alignment, as well as address/ respond to employer feedback.
- Provide mentorship, guidance and support to trainees while upholding Buildher's Safeguarding Policies and Code of Conduct.
- Support standardized national testing including National Industrial Training Authority Examination registration and examinations.

GENERAL RESPONSIBILITIES

- Monthly evaluation of trainees.
- Support the Technical Training team on material procurement.
- Training on work safety, welfare, and wellness training.
- Ensure the department's activity conforms to health and safety requirements, including, risk assessments, operating procedures, and the general policies and procedures of the Company.
- Develop lesson plans and supplementary materials compatible with the departments basic instructional philosophy to adapt the curriculum to the needs of trainees.

- Maintain performance records.
- Instruct and monitor trainees in the use and care of equipment and materials in order to prevent injury to students and/or damage to equipment.
- Install and maintain practical learning environments to the organization's standards.
- Instruct trainees in the proper use, care and safe handling of tools, machines and equipment.
- Supervise trainees' practical projects.
- Supervise workshop cleaning in liaison with workshop assistants.
- Help coordinate overall management of workshop store.
- Evaluate each trainee's growth in knowledge and skills in the course.
- Administer testing in accordance with departments testing practices.
- Provide safe storage and proper use of materials, equipment and tools.
- Deliver training including demonstrations, lectures, discussions, and trainee experiments; organize activities for optimal learning.
- Facilitate engaging group learning and individual learning activities.
- Establish clear objectives for all lessons, units and projects and clearly and concisely communicate those objectives to trainees.
- Identify trainee needs, and cooperate with other team members in assessing and helping trainees solve health, attitude, and learning problems.
- Perform other such duties as may reasonably be assigned by the Director or lead Trainers.
- Work collaboratively and respectfully with all Buildher teams to achieve program success.

COMPETENCY AND REQUIREMENTS

- 8+ years in relevant teaching and work experience in Plastering and Tiling in workshop and construction environments.
- Demonstrated knowledge of Products and high skill level in application techniques relevant to plastering and tiling.
- Demonstrated knowledge of Tools & equipment relevant to the trade of Plastering and Tiling.
- Demonstrated ability and knowledge of how to balance cost vs quality/ specifications in relevant trade.
- Knowledge of Health & Safety legislation within a theoretical context.
- Ability to develop, read and understand technical drawings, sections, plans and elevations.

- Experience developing learning materials and delivering Plastering, and Tiling Training.
- Experience writing and delivering pre-prepared training and learning materials to provide Plastering and Tiling training.
- Experience managing and handling trainees/learners.
- Ability to lead others in a classroom, site or workshop environment.
- Good interpersonal skills with a strong ability to work collaboratively in teams.
- A determination to drive high personal standards in self and others.
- A desire to learn and grow collaboratively, improve and develop new skills.
- A willingness to engage in problem solving.
- A willingness to learn and adopt a gendered approach to training and development.
- A flexible approach to dealing with others.
- Ability to use machinery and industry relevant hand tools.
- Ability to work independently with minimal supervision.
- Ability to work with efficiency and accuracy while prioritizing workload to meet deadlines.

QUALIFICATIONS

- Degree, Higher Diploma, or Diploma and Craft Certificate in Plastering and Tiling
- Management or supervisory experience in Plastering and Tiling
- Teaching certification in Plastering and Tiling
- Teaching and industry experience in installation and repair of tiles
- Proficiency in MS Office
- Proficiency in drafting software considered an advantage
- Fluent (written and oral) in English & Kiswahili
- *Proficiency in optimization software considered an advantage*
- *Experience in entrepreneurship training and curriculum development considered an advantage*

TO APPLY

Send application to: apply@buildher.org

Subject title: Buildher Plastering and Tiling Trainer, Job Application

Application should include:

- A detailed cover letter explaining your qualifications, why you are a good fit, and what attracts you to apply for this position.
- Your detailed CV showing relevant experience.
- **1 Page writing sample of previous work (e.g. excerpts of writing/ project reports) in PDF format.**
- 3 References from Plastering & Tiling experience. At least 1 reference should be able to speak to your leadership experience.