

Job Description



JOB TITLE:	Training Coordinator
LOCATION:	Home-based, South West England
HOURS:	Half-time (0.5 FTE, 17.5 hours per week)
SALARY:	£32,000 pro-rata
CONTRACT:	Fixed-term to October 2023, extension subject to funding (6 month probationary period)
RESPONSIBLE TO:	CEO/Operations Manager

Job Purpose

The Training Coordinator will lead the development and delivery of Circles South West's training and consultancy offer in South West England, establishing the Charity as a respected provider of training and consultancy in our specialist field.

The primary purpose of this service is to enhance the skills, knowledge and understanding of professionals, organisations and local communities, enabling them to effectively engage with people who have sexually offended and/or with harmful sexual behaviour, and contributing more widely to the prevention of sexual abuse.

The Training Coordinator will identify market demand; define our training and consultancy offer; produce a delivery plan; create content; design materials; negotiate contracts; lead on delivery; and evaluate the impact of this initiative.

This new initiative is an important part of our sustainability strategy. Income generated through the delivery of training and consultancy will be reinvested into our core work providing Circles of Support and Accountability.

It is anticipated that this post will become self-sustaining during 2023-24.

Flexible working is a requirement of this post which will involve:

- regular weekend work
- occasional evening work
- extensive travel across South West England, including regular overnight stays, to accommodate training delivery.

Main Duties

- To identify training and consultancy needs of a cross section of partner organisations and community groups that align with the Charity's USP (unique selling point)
- To design training package framework, content and materials
- To test out new training courses, making adaptations and improvements based on evaluation
- To co-deliver training courses with colleagues across the region
- To collate and analyse training evaluation, adapting and improving content and delivery accordingly
- To promote awareness of the Charity's training and consultancy offer across the region
- To secure training and consultancy contracts
- To design consultancy support on a bespoke basis in response to need, liaising with local coordinators to facilitate delivery
- To consistently evaluate training and consultancy support delivered
- To lead on other service developments in line with our USP as opportunities arise and as required
- To work closely with the CEO and other team members to achieve operational targets
- To work with the Volunteer Coordinator to facilitate Volunteer training

In common with other Circles South West staff the post-holder will be required:

- To prioritise safeguarding at all times
- To work within and promote our equity, diversity and inclusion policy
- To co-deliver the volunteer training programme
- To collate appropriate and timely monitoring information and contribute to evaluation
- To manage local resources and equipment
- To actively partake in regular line-management supervision and annual appraisal
- To attend and contribute to team meetings
- To promote, monitor and maintain health, safety and security in the working environment
- To keep up to date with broad developments in work related issues
- To participate in the charity's outreach and educational work
- To attend coordinator forums and training events as organised by Circles UK.

Person Specification

JOB TITLE: Training Coordinator

LOCATION: Home-based (South West England)

REQUIREMENT	E S S E N T I A L	D E S I R A B L E
Experience <ul style="list-style-type: none"> ○ Significant experience of delivering training in a related field ○ Significant practice experience of working with people who have sexually offended and/or with harmful sexual behaviour and/or more widely in sexual abuse prevention ○ Experience of delivering consultancy and/or professional support in a related field ○ Experience of creating bespoke training packages ○ Project initiation and/or implementation experience ○ Experience of working with, training and/or supporting volunteers 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Knowledge & Skills <ul style="list-style-type: none"> ○ Relevant professional qualification ○ Excellence in training design and delivery ○ Understanding of the management of people who have sexually offended/with harmful sexual behaviour, and the training/professional support needs of organisations who may be involved ○ Strong communication and presentation skills, verbal and written ○ IT literate and competent in the use of Office packages ○ Problem-solving skills ○ Knowledge and understanding of safeguarding policy, practice and provision ○ Knowledge and understanding of risk assessment, and health and safety matters 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Ability <ul style="list-style-type: none"> ○ Ability to drive new service development, promote new services, negotiate and secure contracts ○ Ability to translate practice expertise to inform professional training ○ Proven ability to work on own initiative and effectively manage working week, achieving targets on time and in budget ○ Ability to work co-operatively as part of a team ○ Strong communicator with the ability to manage difficult situations with tact and diplomacy ○ Confident and assertive individual with the ability to remain calm under pressure ○ Ability to self-motivate working in isolation ○ Ability to overcome logistical obstacles to achieve outcomes 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<ul style="list-style-type: none"> ○ Willingness to work flexibly, including regular evenings and occasional weekends ○ Satisfactory Enhanced DBS clearance ○ Satisfactory references ○ A full driving licence and access to a vehicle (or equivalent) 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Managing Diversity <ul style="list-style-type: none"> ○ Recognises and embraces the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Circles South West 	<p>✓</p>	