**JOB DESCRIPTION**

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| **Job Title:** | **Sessional Trainer (VAWG, Domestic Abuse, Employer Awareness & Support)** |
| **Date:** | **May 2022** |
| **Department:** | **Enterprise Team** |
| **Line Manager** | Training Manager |
| **Grade / Pay Scale** | £15.00per hour direct training£10.00 per hour admin |
| **Location:** | Various including online and face to face |

**Job Purpose**

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| To deliver the Haven’s Training offer (internal & external) including the delivery of the induction programme, training on the subject of VAWG, Domestic Abuse and employer awareness.  The post holder should be dedicated to raising awareness of Domestic Abuse and reducing the impact this has on the communities we support. |

**Scope of Job – Main Tasks, Duties and Responsibilities**

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| * Deliver external training to a wide variety of professional partners and community organisations, to improve awareness, recognition, and response to Domestic Abuse. * Work closely with the Training Manager and assist with establishing joint working initiatives and protocols which support our internal and external training delivery. * Deliver comprehensive, engaging and high quality training relevant to the services we deliver, and applicable to a wide range of audiences demonstrating a positive impact on practice. * Assist in the development of new delivery opportunities, contributing to the design, development and production of training on all aspects of violence against women and children. * To keep up to date with research, legislation and developments to ensure knowledge is kept current. * To engage with the monitoring and evaluation processes in the Training Team and proactively identify areas of improvement and further development |

**General duties and responsibilities**

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| * To undertake such other duties, training and/or hours of work as maybe reasonably required, and which are consistent with the general level of responsibility of this job. * To undertake any health and safety training and related activities such as First Aid, Fire Marshall, Duty Hold, Health & Safety representative etc. as required for the post and as required by The Haven Wolverhampton to ensure their Health & Safety Policy is implemented effectively. * To ensure equality of opportunity both in service provision and employment, having regard to the needs of the diverse communities we serve. * To act in accordance with the organisations standing orders, financial regulations and financial procedures. * To supervise and support volunteers and placement as required * To comply with legislation and The Haven’s policies including Confidentiality, Information Sharing, GDPR, Computer Security, Safeguarding CYP’s and ‘Adults at Risk’, and Human Rights. * To undertake any other duties commensurate with the grading of the post subject to reasonable adjustment under the Equality Act. * The duties of the post may change and develop from time to time in the light of new legislation, The Haven’s Policies, organisational development and social trends. Such development will be monitored in conjunction with the Chief Executive and will be reflected as necessary in the aims and objectives of the post. |

**Special Conditions (if applicable e.g. unsociable hours, extensive travel etc.)**

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| * Able to work unsociable hours on occasions if required to undertake internal Haven activities or external continued professional development activities. |

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| **Signed (Job Holder):** | |  | | |
| **Print Name:** |  | | **Date** |  |

**PERSON SPECIFICATION**

The person specification provides a list of essential and desirable criteria which a candidate should possess to be able to perform the job. Each of the criteria listed below will be measured through one or a combination of the following: A = Application form; I = Interview; D = Documentation; R = References; T = Test.

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Experience** | * Experience working in either the voluntary or statutory sector with victims of Domestic Abuse. * Experience delivering training in various commercial settings. * Experience of writing and presenting information of a high calibre, formally and informally, to a range of audiences. | * Experience of having researched and developed high-quality training/facilitation materials. * Experience of delivering organisational internal training and knowledge and understanding of organisational policies and procedures. | A  I  R |
| **Knowledge & Understanding** | * Demonstrate a knowledge and understanding of domestic abuse in the context of VAWG. * Knowledge of how to raise Domestic Abuse awareness with employers and policy makers. * Demonstrate a knowledge and understanding of methods of transferring knowledge and learning styles. * Knowledge of learning outcomes and session planning. * Demonstrate an understanding of why evaluations and learner feedback is important. * Demonstrable understanding of GDPR. | * Demonstrate an awareness and understanding of Health & Safety issues related to this post. * Knowledge of the voluntary / charitable sector. * Acknowledgement of other victim demographics. | A  I  R  T |
| **Skills & Abilities** | * The ability to build effective relationships and rapport quickly with delegates within a training setting. * Excellent presentation skills. * Sound IT skills (e.g. Word, PowerPoint, Teams and Excel), including use of technology for communication with a geographically diverse audience. * A positive and motivating, results driven, solution focused approach. * Ability to take responsibility for own work. * Effective negotiation, interpersonal, organisational and time management skills. | * Demonstrate ability to meet targets and deadlines. * Demonstrate ability to manage time efficiently. | A  I  R |
| **Qualifications & Training** | * Evidence of Continuous Professional Development in domestic abuse and related subjects. | * AET or equivalent e.g. PTLLS * A qualification in a Domestic Abuse related subject would be an advantage. | A  I  D |
| **Other Special Requirements** | * Able to work unsociable hours on occasions if required to undertake internal Haven activities or external continued professional development activities * Be committed to the aims and objectives of The Haven Wolverhampton in supporting women and any dependent children who are homeless through reasons such as domestic violence. | * The role requires travel therefore full, clean driver’s license and access to your own vehicle with business insurance is desirable. | I |