

Job Description

Title:	Training Facilitator
Grade:	Scale 6
Hours of work:	Part Time- 15 hours per week
Salary:	£24,982 - £27,041 pro rata
Contract:	Temporary

Equality and Diversity Statement:

RSACC services and trustee, employment and voluntary opportunities are open to anyone who identifies as a woman. This is fully compliant with the Equality Act 2010 and the United Nations Convention on the Elimination of all forms of Discrimination Against Women and Girls. (CEDAW) RSACC's right to the recruitment of women employees only, has legal verification under the Sexual Discrimination Act 1975 section 7 (ii); amended in 1998 and 2008 and Schedule 9 Part 1 of the Equalities Act 2010.

It is expected that all RSACC employees will be fully committed to the aims and objectives of RSACC and conduct themselves within the ethos of RSACC at all times.

Overview of Role

To deliver high-quality sexual violence training to external organisations. This will include;

- Delivering training
- Maintaining accurate training records
- Evaluating training effectiveness

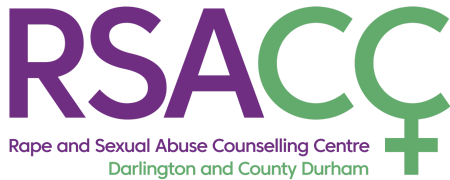
Specific Duties

Delivering Training

- Delivering high-quality sexual violence training to training attendees
- Sourcing and booking appropriate space for training delivering
- Creating a safe learning environment for training attendees
- Ensuring training is adapted to meet individual attendees needs
- Maintaining and developing appropriate training resources

Maintaining Training Records

- Coordinating the booking process for all external training and ensuring attendees have a fast and efficient response to all queries
- Maintaining accurate records for all training attendance
- Maintaining an up to date training calendar



Evaluate Training Effectiveness

- Conduct regular feedback exercises with training attendees
- Evaluate training effectiveness and use this information to develop future training
- Seek out best practices in training and stay abreast of developments in sexual violence training to shape the development of future training programmes

General;

- Be familiar with all aspects of the work of RSACC.
- Work flexibly as a member of the team and be responsive to changing needs.
- Be willing to undertake relevant training as required.
- Work within the policies and procedures of RSACC and demonstrate a commitment to the values and ethos of the centre.
- Maintain agreed levels of confidentiality.
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder.

Personal Specification

E = Essential, D = Desirable for applicant to meet relevant standard

CRITERIA	STANDARD	E/D	MEASURED BY
Work Experience:	Experience in facilitating training	E	Application form/Interview
	Experience of working with survivors of sexual violence in a paid or voluntary role	E	Application form/Interview
	Experience in developing and maintaining relationships with a range of agencies	E	Application form/Interview
Qualification:	Relevant qualification in delivering training	D	Application form
	Safeguarding training	E	Application form
	Good standard of English and Mathematics	E	Application form
Knowledge:	Understanding of, and sensitivity to, the issues relating to rape, sexual abuse and domestic violence, including their impact on survivors	E	Application form/Interview
	Knowledge of and commitment to equal opportunities and anti-discriminatory practice	E	Application form/Interview
Skills:	Ability to work proactively	E	Application form/Interview
	High standards of practice and presentation of work	E	Application form/Interview
	Able to prioritise own workload and deal with competing demands	E	Application form/Interview
	Ability to manage competing demands and dynamics within a group setting		Application form/Interview
	Ability to work on own initiative, in partnership and as part of a team	E	Application form/Interview
	Excellent verbal and non-verbal communication skills	E	Application form/Interview
	Ability to form and maintain good working relationships with colleagues and partners	E	Application form/Interview
	Ability to produce written and verbal reports	E	Application form/Interview

	Understanding the need for professional confidentiality and its boundaries	E	Application form/Interview
	Clear, analytical thinker with a methodical approach to work	E	Application form/Interview
	Proficient at using Information Technology including Windows, Microsoft Office, email and the Internet	E	Application form
Attitude:	Commitment to working within all RSACC policies and procedures	E	Application form/Interview
	Commitment to the feminist paradigm and working in a woman-centred environment	E	Application form/Interview
	Flexible approach to working hours	E	Application form/Interview
	Demonstrate commitment to ongoing personal and professional development and able to acknowledge and state own learning needs	E	Application form/Interview