



Job Definition

Job Title: Training Development Officer – Combatting Trafficking

Reporting to: Project Manager

Salary: £22,000 – 24,000 pa (pro rata)

Hours: 37 hours per week

Location: Can be based in Sheffield, Hull or Leeds; delivery across Yorkshire and Humberside

Job Purpose:

- To contribute to the successful implementation of key Ashiana initiatives through the development and promotion of appropriate training programmes and promote awareness and understanding of the issues that Ashiana's service users face; in particular Human Trafficking and Sexual Exploitation.
- To integrate, develop and coordinate the Ashiana Volunteer and Mentor programme 'Experts by Experience' within the training and development programme.

This will be achieved through a variety of methods as outlined below.

Key Responsibilities:

Training and Development

- Develop, implement and manage Ashiana's training strategy to include in-house training courses and seminars across the region and nationally
- To promote awareness and understanding of violence and abuse issues most prevalent in BAMER communities, mainly human trafficking and sexual exploitation but also including domestic abuse, forced marriage, female genital mutilation, gang and honour based violence.
- Work closely with staff and volunteers to co-produce the design, delivery and evaluation of training and awareness raising sessions where relevant
- Set up a consultative process with key target groups to identify training needs and opportunities
- Develop appropriate training aids, handbooks and e-learning tools
- Work closely alongside management team to identify, source and apply for relevant funding opportunities in line with organisational priorities
- Attract commissioned and collaborative training from local authorities, local safeguarding boards, law enforcement agencies and other public and voluntary sector agencies
- Visit and liaise with schools, universities and companies to promote and book training courses and seminars

- To participate, where necessary and agreed, in relevant regional and national training events.
- Contribute ideas and solutions to new learning and development activities and initiatives.
- To support the development of community-based services for women from the range of backgrounds, beliefs and situations that require the type of help and support we offer, assisting the organisation to make progress towards inclusion and cohesion in services and opportunities.
- To include volunteers in the design, delivery and evaluation of training and awareness raising sessions as outlined above
- Alongside support workers and managers, carry out volunteer supervision individually and in groups to ensure adequate support is given, the level of service maintained and volunteers are enabled to succeed.

Monitoring and Evaluation

- Maintain training and volunteer records, and monitor, evaluate and report on outcomes and achievements within agreed formats and timescales
- To incorporate training objectives into future training in consultation and collaboration with service users, volunteers and participants
- Participate in the financial management of the training programme, ensuring expenditure is in line with budgets
- Maintain awareness and knowledge of relevant issues, development in policy and contacts, and ensure the Ashiana training programme, relevant documentation and databases are up-to-date
- Update Ashiana CEO, Board and Management Team on the training programme achievements, challenges and opportunities
- Ensure all training activities meet and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care
- To take responsibility for the Health and safety of all activities undertaken by volunteers including Risk Assessment on and off site
- Attend staff meetings, provide quarterly reports to Ashiana team and represent Ashiana at external events when required

Miscellaneous:

1. To take part in any training course relevant to the post.
2. To work in accordance with Ashiana's Diversity Policy.
3. To work in accordance with Ashiana's Health and Safety policy and associated procedures.
4. Undertake any additional tasks as reasonably required by your line manager.
5. To work within and promote the values and policies and procedures laid down by Ashiana and be involved in the development and review of policies and procedures as required.

Person Specification: Training Development Officer

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<p>Educated to diploma level or equivalent in the following: Teaching Qualification Mentoring Certificate Training Qualification</p>	<p>Degree level education</p>
KNOWLEDGE	<p>Relevant knowledge of UK and international laws and policies related to safeguarding adults and children</p> <p>Some knowledge of the health and social services sector.</p> <p>Knowledge of violence, abuse and oppression issues most prevalent in BAMER communities; in particular Human Trafficking and Sexual Exploitation</p> <p>A comprehensive understanding of learning styles</p>	<p>Knowledge of local authorities and government structures</p> <p>Knowledge of UK voluntary and community-based networks related to violence and abuse, including specialist BAMER networks and services</p> <p>Working knowledge of how to access professional networks in this or a related field of work</p> <p>Knowledge of database management</p> <p>Knowledge of Quality Standards suitable for charities</p>
EXPERIENCE	<p>Experience as a trainer with relevant knowledge and experience of working on violence issues to include domestic abuse, human trafficking, Forced Marriage, Female Genital Mutilation and Honour Based Violence</p> <p>Experience of designing and implementing training for adult learners, including the use of participatory methods</p> <p>Experience of preparing information materials for different target audiences</p> <p>Experience of partnership working and development</p> <p>Experience of managing staff or volunteers</p> <p>Experience in managing recruitment and selection procedures</p>	<p>Experience of events management at a national or regional level</p> <p>Experience of direct work involving women and children who have experienced violence and abuse</p> <p>Experience of facilitating & chairing meetings</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SKILLS / ABILITY</p>	<p>Ability to organise logistics for setting up meetings and workshops</p> <p>Sensitivity to issues of women and children, race and religion, and commitment to ensuring equal opportunities in the best interest of every woman and child.</p> <p>Ability to travel within and outside Yorkshire.</p> <p>Ability to be flexible and creative</p> <p>Ability to absorb high quality of data/ information and distil to key issues.</p> <p>Ability to consider and respond to feedback to improve future training</p> <p>Excellent written and verbal communication and interpersonal skills</p> <p>Strong IT, administrative and organisational skills</p> <p>To create professional documentation to a very high standard</p> <p>Ability to communicate effectively and present sometimes complex information in an accessible way.</p> <p>Presentation skills and the ability to tailor information to the audience.</p>	<p>A working knowledge of marketing and communications including social media and public relations</p>
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COMPETENCY/ BEHAVIOURS	<p>Ability to prioritise competing demands and work on their own initiative.</p> <p>Ability to meet deadlines and produce high quality work bids under pressure</p> <p>Ability to demonstrate constructive working with colleagues</p> <p>Remain professionally competent and up to date</p> <p>Ability to inspire confidence from colleagues</p> <p>A strategic and creative thinker</p> <p>A good communicator, both verbal and written</p> <p>Flexibility and a practical 'can do' approach</p> <p>Highly motivated and commercially astute</p> <p>A strong and persuasive negotiator</p> <p>Positive, resilient and supportive</p>		
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