**Place for Hope**

**Job Profile: Training Manager**

Place for Hope accompanies and equips people and faith communities so that all might reach their potential to be peacemakers who navigate conflict well. We are a charity based in Scotland, working throughout the United Kingdom, with our roots in the Christian faith.

This job profile sets out the practical purpose and main elements of the job as well as identifying where lead responsibility lies. It is a guide to the nature and main duties of the job as they currently exist, acknowledging that, because we are a small organisation, a degree of flexibility and collaboration in roles and duties is expected.

**Job Title:** Training Manager

**Reports to:** The Director of Place for Hope

**Hours per week:** 21 hours per week (open to some negotiation)

**Term:**  Permanent following a 3-month probationary period.

**Location:** Home based with regular travel for team meetings and training events, and with some flexibility for weekend/evening work.

**Purpose of role**

The post holder will support the charity by overseeing all work relating to our Training Programmes, internal and external. They will develop and maintain delivery and administration elements of this role. They will share the vision and ethos of Place for Hope.

In its new strategy, ‘***Choosing Peace in times of fear & division’,*** Place for Hope has identified the growth of its training work as a key strategic goal. The Training Manager will play a critical role in achieving this goal of equipping more people and faith communities to be peacemakers as we emerge from the pandemic and work towards a more peaceful and reconciled world.

**Main Duties and Responsibilities**

**TRAINING DEVELOPMENT**

1. Ensure delivery of all the Charity’s training programmes including set and tailored training. Current ‘set’ training programmes include
   1. Growing Through Change and Conflict
   2. Further Skills in Growing Through Change and Conflict
   3. Bullying and Harassment
   4. Scripture, Spirituality and Conflict
   5. Faith in Change and Conflict (6-days)
2. Ensure high quality training material is available for all training programmes (online and in-person).
3. Tailored Training: Be the primary point of contact for all tailored training after intake, ensuring all needs are met before, during and after delivery, including evaluation.
4. Practitioner Team Training
   1. Oversee the selection, recruitment and training of new Practitioners.
   2. Ensure bi-annual CPD is provided to a high standard for the Practitioner Team members.
5. Liaise with the Business Development Manager and Director to explore growing the training programme with existing and new faith partners.
6. To support and grow the recently established voluntary ‘Bank of Trainers’ who will support the delivery of high quality training programmes.
7. Collaborate with the Place for Hope Senior Trainer responsible for overseeing the delivery and ongoing development of the ‘Positive Working Together’ training programme for the Methodist Connexion.
8. Support the embedding of the Charity’s training material within ministerial and lay training programmes to support a culture of peace and reconciliation within different faith communities.
9. Support the development and implementation of a capacity development strategy for external partners and internally to strengthen Place for Hope’s impact.
10. Be responsible for developing Place for Hope’s evidence base grounded in and informing capacity building and innovative practice in faith-based conflict transformation and reconciliation in faith communities.

**ADMINISTRATION AND FINANCIAL MANAGEMENT**

1. Building on existing Place for Hope material, develop training materials of a high-quality to support existing, new and tailored programmes.
2. Monitor print runs ensuring enough copies are available for all programmes.
3. Monitor and evaluate all programmes.
4. Service the work of the Training Forum, ensuring the agreed protocols are adhered to.
5. Ensure Place for Hope is compliant with all copyright requirements in respect of published training materials.
6. Ensure all aspects of the administration of this work are maintained, filed, stored and secure within the Place for Hope administrative systems.
7. Cover all necessary administrative aspects of this post, including travel arrangements, correspondence, report writing, filing etc.
8. Maintain accurate records of all financial transactions.
9. Input to the charity’s budgeting process as required.
10. Report regularly to the Director on progress

**Additional Elements (for all staff)**

**Working with the Place for Hope Staff Team**

* Work proactively and collaboratively with the members of the team identifying opportunities to offer support.
* Support internal and external training provision including preparation of presentations, paperwork, logistics and filing of resources.
* Assist the staff to operate the shared calendar system.
* Work with colleagues to support funding activities for the ongoing work of the Charity.

**Working with external partners**

* Foster good communications within the charity and externally to the general public, our funders, partner agencies and other third parties.
* Represent Place for Hope at external events as required.

**Continuous Professional Development**

* Commit to continuous professional development.

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| **The Values and Ethos expected of Place for Hope Staff members** |
| **ABILITY** to work in a team and support one another, including deputising where necessary. |
| **COMMITMENT** to ongoing learning/Continuous Professional Development. |
| **FLEXIBILITY** in working hours, to include evenings and weekends where necessary; willingness to support all roles across the charity as necessary. |
| **HOMEWORKING** ability to work from home. |
| **COMMITMENT** to maintaining healthy work/life balance and part-time working. |
| **ABILITY** to manage own administration, filing, reporting and financial accounting. |
| **COMMITMENT** to the underlying values articulated in our Charter |

# Person Specification

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| **Knowledge/Experience/Skills** | Essential | Desirable |
| Significant and demonstrated experience of training (including facilitation, mentoring and coaching) in conflict transformation, mediation and/or reconciliation. | ✓ |  |
| Awareness of and empathy for the needs of church and faith communities in regards to conflict transformation, and a passion for engaging with these issues. | ✓ |  |
| Solid understanding of the issues and trends within the fields of conflict transformation and reconciliation. | ✓ |  |
| Experience in writing and delivering high quality training materials, and knowledge/experience of best practice in training delivery. | ✓ |  |
| Experience in leading and managing volunteers. | ✓ |  |
| Commitment to working in a small & remote team environment sharing common values and goals. | ✓ |  |
| Excellent interpersonal skills. Able to deal constructively and diplomatically at all levels to deliver Place for Hope’s strategy. | ✓ |  |
| An understanding of and enthusiasm towards the work, vision, values and ethos of Place for Hope. | ✓ |  |
| Ability to use IT software (e.g. Word, Excel, PowerPoint, Salesforce, Skype/Zoom) and willingness to build on existing skills. | ✓ |  |
| An excellent understanding of the value of a learning culture and how it can strengthen organisational impact and influence cultural change. |  | ✓ |
| Committed to supporting and encouraging a reflective learning culture | ✓ |  |
| Ability to think creatively and strategically, identify fresh approaches and work flexibly | ✓ |  |
| Experience of collaborating and communicating effectively with different Christian denominations and faiths. |  | ✓ |
| A collaborative approach to building relationships with a wide range of stakeholders |  | ✓ |
| Current knowledge about digital opportunities in training and learning. |  | ✓ |
| Previous experience of financial management, budget keeping, and financial reporting. |  | ✓ |
| Availability to travel throughout Scotland and the rest of UK for meetings and training events. | ✓ |  |