**TRAINER (PART-TIME)**

**JOB DESCRIPTION**

**Basic Function**: Day to day co-ordination and delivery of SAY Women’s National Training Service.

**Accountable to**: Training Manager

**Main Duties:**

* Co-ordinate training requests and delivery of programmes including courses in the following subject areas:
* Child Sexual Abuse
* Gender-based Violence
* Homelessness
* Self-Harm
* Addictions Issues for Survivors
* Contribute to the updating of training materials.
* Deliver training independently and with the Training Manager.
* Identify new areas for the expansion of our training, e.g. geographical, specific groups, communities of interest.
* Assist in the develop of new training programmes as and when identified.
* Contribute to the maintenance of elearning courses incl. enrolment, marking, responding to enquiries.
* Develop the involvement of the young women we support in the development and delivery of training materials, programmes, etc. where appropriate and agreed by management.
* Liaise with the Administrator regarding invoicing and financial processes related to training.
* Implement processes for evaluating our training programmes and analysing the findings, and contribute to development of evaluation when appropriate.
* Network and liaise with other relevant key individuals, organisations and networks in developing appropriate training materials related to the interests of the young women using our services.
* Bring policy issues to the attention of SAY Women’s management.
* Ensure that SAY Women’s equal opportunities policy, along with every other policy, is adhered to.
* Attend training/personal development as identified by management.
* Undertake other duties as delegated by management.

**PERSON SPECIFICATION**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | * A relevant qualification which demonstrates interest/understanding of relevant subject areas (e.g. MVAWG, Homelessness, Social Work, Health and Social Care, Social Justice, Feminism, etc) | * COSCA Counselling Skills Certificate |
| **Knowledge** | * An anti-oppressive perspective on how gender, economic status, race, culture, asylum status, religion and sexuality may impact on people’s lives * A full understanding of the feminist analysis of MVAWG and its implications for practice * Strong working knowledge of issues facing women, children, and young people affected by MVAWG, specifically child sexual abuse/exploitation * Awareness of public attitudes and themes in current discourse around issues of gender inequality, gender-based violence, sexual abuse, etc. * A full understanding of the potential long-term impacts of child sexual abuse on survivors psychologically, emotionally, and interpersonally * Ability to identify women’s individual and collective needs | * Understanding of issues relating to youth homelessness and the connections with sexual abuse * Knowledge of trauma recovery models and application |
| **Skills** | * Strong presentation skills * Strong facilitation skills * Ability to manage difficult conversations/conflict/distress within a training context * Comfortable and competent in using online video-conferencing technology for training delivery (e.g. zoom, Microsoft Teams) * Excellent communication skills including IT, written, and verbal * Ability to work on own initiative and develop own workplan * Strong organisational skills * Effective time management skills * Ability to prioritise competing demands | * Ability to work from the perspective of a feminist analysis * Be able to take a creative approach within practice * Networking skills * Driving license |
| **Team Working** | * Ability to participate fully in staff meetings and relevant forums * Ability to present thoughts and opinions in a diplomatic and constructive manner * Ability to develop and maintain effective and supportive relationships with colleagues |  |
| **Experience** | * Experience of creating and delivering training inputs to professionals (2 years) * Previous work within the voluntary sector * Experience of report writing for internal and external stakeholders | * Experience of working with survivors of MVAWG in some context (e.g. supporting survivors, handling disclosures of abuse, groupwork, etc) * Experience of partnership working and liaising with other agencies |