**Job Title**:

Training Lead

**Hours:**

Full-time - 37.5 hours per week – 9 to 5 pm

3 months (strong prospect of extension after 3 months subject to funding)

**Salary:**

£30,000/annum

**Accountability of post:**

The post holder will be line managed by and accountable to the CEO

**Location:**

The post holder will be based in our new Glasgow office in Gordon Street. (Due to COVID-19, currently operating blended office/home remote working when restrictions require). They will also work in Universities and Colleges across Scotland as and when required. Potential to travel further afield on occasional basis.

**Application process**:

Please send your most recent CV with a covering letter explaining your suitability for the role to [fionadrouet@emilytest.co.uk](mailto:fionadrouet@emilytest.co.uk). Applications close 5 pm 21st January 2022 with interviews w/c 24th January 2022. Start date: ASAP

**About us**

EmilyTest is a small Scottish charity working to tackle gender based violence in education. We work with schools, colleges and Universities, helping them to develop effective policies, procedures and practices in relation to gender based violence prevention, intervention and support.

Our area of expertise is working closely with Colleges and Universities.

Our aim is to ensure every young person is able to live, work and study free from the harms and threats of Gender Based Violence.

**About the Role**

An exciting opportunity has arisen for a highly motivated and ambitious Training Lead to join our small and friendly team in Glasgow. The successful candidate will play a key role in developing and delivering a range of training packages in GBV prevention, intervention and support for Colleges and Universities. They will develop, deliver, and evaluate effective, high-quality training to support the aims and needs of our GBV Charter.

They will build upon evidence-based approaches supported by ongoing research conducted or approved by EmilyTest.

This post will be subject to a 3 month trial period, with a view to becoming permanent subject to funding.

**MAIN TASKS AND RESPONSIBILITIES:**

We are seeking an experienced Training Lead who can:

* Create, develop and deliver training in relation to GBV prevention, intervention and support in line with the EmilyTest GBV Charter for Colleges and Universities
* Show creative flair and work with EmilyTest graphics designer to produce promotional material and participant handouts to support training
* Monitor, evaluate and adapt materials in line with research
* Display time management skills, achieve project targets and prioritise workloads
* Effectively work and communicate with all members of the team, charity trustees and external partners (government, tertiary education, VAWG sector etc)
* Deliver PowerPoint presentations confidently and competently
* Evidence extensive experience of creating and delivering training related to physical, psychological and/or sexual abuse
* Remain calm in pressurised situations
* Display excellent interpersonal and communication skills, with the ability to work in a non-judgemental, confident and sensitive manner with colleagues, victim/survivors and partners
* Be self motivated, work without supervision and show initiative.
* Show a clear understanding of client confidentiality and the practical application of GDPR in relation to all personal information.
* Work closely with all members of EmilyTest and partners to continually enhance training both ensuring quality and cost effectiveness.
* Identify and customise training content to meet individual institutional needs and demographics
* Represent EmilyTest at all levels, both internal and external to the organisation
* Adapt to the operational needs of the charity

**Desirable skills & experience:**

* At least two years’ experience of developing and delivering training sessions
* Knowledge of GBV and it’s impacts, particularly in young people and how it manifests in College and University communities
* Understanding trauma informed practices

**Personal Requirements:**

The successful candidate will have a warm and friendly manner, be committed, hardworking and highly motivated. They will be able to demonstrate a thorough understanding of GBV, particularly in young people and tertiary education.

They will be passionate about changing the culture in relation to GBV prevention, intervention and support in Colleges and Universities.

Able to take an objective approach and adapt projects as new evidence and needs are identified.

Have the ability to analyse and resolve challenges in an effective and timely manner.

Have a strong team spirit and an understanding of the dynamics of a small and rapidly evolving charity.

**If people describe you as; level-headed, a listener, compassionate, patient, an amazing communicator, hard worker, resilient, dedicated, great in a crisis – and you have the energy and commitment to always go the extra mile to support people effectively then we would like to hear from you.**

**Application notes**

Please send your most recent CV, along with a covering letter explaining why you think you are suitable for the role, to: [fionadrouet@emilytest.co.uk](mailto:fionadrouet@emilytest.co.uk). **Please specify which role you are applying for.**

References from your current or most recent employer are required as part of the selection process.

**Learn more about us:**

Charity No SC049072

Website: [www.emilytest.co.uk](http://www.emilytest.co.uk)

Twitter: emilytest12