



## Welsh Women's Aid Job Description

<b>Job title:</b>	<b>Violence Against Women, Domestic Abuse and Sexual Violence Trainer</b> (18 months minimum contract)
<b>Salary:</b>	<b>£25,951 – £27,668 pro rata</b>
<b>Responsible to:</b>	Head of Training
<b>Hours:</b>	30 per week
<b>Location:</b>	Cardiff, with travel across Wales
<b>Job Purpose:</b>	<p>The post-holder will work as part of the Training team.</p> <p>Key purpose of the role:</p> <ul style="list-style-type: none"><li>• Develop and coordinate 'Action for Change', a Welsh Women's Aid and specialist services collaboration ensuring women in Wales impacted by sexual harassment/abuse in local communities have better access to quality support and justice, including:</li><li>• Training specialist services to improve their responses to sexual harassment/abuse.</li><li>• Training specialist services to improve their advocacy services relating to the justice system.</li><li>• Work collaboratively with Rights of Women and Centre for Women's Justice to deliver training and support for specialist services.</li></ul>

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.



## **Job Details: Main duties**

### **1. Key functions**

- Contribute to the design, development and production of training materials on all aspects of domestic abuse, sexual violence and other forms of violence against women, and ensure consistency and quality of content and delivery to meet the specific needs of learners and organisations across Wales.
- Design and develop a planned and ongoing training programme and courses on a variety of related topic in accordance with the Welsh Women's Aid Training Strategy.
- Deliver any other training for which Welsh Women's Aid is contracted.
- Review, update and maintain quality assurance of all training materials to ensure maximum effectiveness.
- Update and maintain the Welsh Women's Aid training information database for training, record maintenance and reporting.
- With the support of the Business Support team, recruit, induct, manage and quality assure external associate trainers and assessors for relevant training programmes as necessary.
- With the support of the Business Support team, provide support to individual learners and other trainers as required, and carry out independent assessments of individual learners' worksheets according to accreditation specifications provided.
- Plan and deliver training courses, including train the trainer courses where necessary to complement training that will be provided externally.
- With the support of the Business Support team, monitor training delivery and provide feedback to those delivering courses for Welsh Women's Aid.
- Monitor and report on activities, costs, performance etc. as required.
- Maintain and develop further on-line learning tools, webinars and e-learning modules as required.

### **2. Working with others**

- Identify and network with stakeholders and partner agencies and trainers.
- Build, promote and maintain positive, constructive professional relationships with external stakeholders and member services.
- Work closely with the Head of Training and team members to ensure the smooth delivery of the training service.
- Communicate effectively with Welsh Women's Aid teams by meetings & staff briefings.
- Promote and facilitate joint working; establish national, regional and local opportunities and develop structures for networking.

### **3. Strengthening specialist services**

- Enable member organisations that deliver specialist domestic abuse and sexual violence services to access high quality and diverse learning and development opportunities.
- Enable member organisations to access relevant information, guidance and/ or advice, and resources.

### **4. Developing and delivering Services**

- Contribute to regional development of training programmes delivered by the national training service, working with regional consortia as necessary.



- Create positive working relationships with external agencies and local specialist services, to support and strengthen the Welsh Women's Aid National Training Service.

## **5. Ensure Policy, Legal and Regulatory Compliance**

- Ensure Welsh Women's Aid works within relevant legal and regulatory frameworks with a particular focus on safeguarding, health & safety, quality assurance and equality frameworks, undertaking risk assessments for activities as required.
- Work within the ethos, policy and practices of Welsh Women's Aid.
- Ensure Welsh Women's Aid complies with the law and best practice in respect of data protection for manual and computerised records.
- Operate and comply with the law and best practice in relation to equal opportunities and ensure the continuing commitment of Welsh Women's Aid to the provision of equal opportunities in all aspects of its work in line with our values.

## **6. General Responsibilities**

- At all times protect the safety and security of service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Uphold the right of women, children and young people and proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Safeguarding Children's policy and Safeguarding Adults policy.
- Maintain clear and adequate records of work done, and to produce reports on work programmes and activities as required by the Chief Executive.
- Be responsible for personal learning and development and maintain and develop your own knowledge, skills and competence.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans.
- Take direction on projects and priorities from your line manager, which may vary from time to time.
- Oversee the work of volunteers or temporary support staff as required.
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- Assist in the organisation of conferences or events organised by Welsh Women's Aid, if required.
- Ensure your own actions reduce risks to Health & Safety.



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### Variation Clause

Welsh Women's Aid reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Executive Board and the CEO.

### Monitoring and Evaluation of the Post

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal. Members of the national staff team are expected to produce regular work reports for monitoring and review by their line manager and Chief Executive as required.

### General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Welsh Women's Aid contributes a sum equivalent to 6% of the annual salary to the company pension scheme, following successful completion of 6 months probationary period.
- Overtime is unpaid; time in lieu is to be taken in consultation with your line manager.



**Violence Against Women, Domestic Abuse & Sexual Violence Trainer  
Person Specification**

Criteria	Essential	Desirable
<b>Experience / qualification</b>	<ol style="list-style-type: none"> <li>1) Minimum of 2 years' experience delivering training on domestic abuse or other forms of violence against women.</li> <li>2) Recognised teaching/training qualification - minimum C&amp;G 730-7 stages 1 &amp; 2 or equivalent.</li> <li>3) Design and delivery of training and training resources in the field of domestic abuse and sexual violence and of working with diverse communities.</li> <li>4) Experience of establishing strong relationships and networks.</li> <li>5) Experience of liaising and working with other organisations and agencies in partnership.</li> <li>6) Experience working as a member of a team and lone working.</li> </ol>	27) Experience of delivering training and assessing qualifications within an accreditation framework (e.g. Agored Cymru, OCN).
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>7) Excellent knowledge of domestic abuse and other forms of violence against women and understanding of the needs and experiences of abused women and children.</li> <li>8) Excellent knowledge of the role of voluntary and statutory services in meeting those needs.</li> <li>9) Of the law relating to domestic and sexual violence and child protection.</li> <li>10) Of equality and diversity legislation, policy and practice.</li> <li>11) Good understanding of a wide range of training method and materials, and learning methods suitable for diverse groups of professionals across a range of sectors.</li> </ol>	
<b>Skills</b>	<ol style="list-style-type: none"> <li>12) Effective assessment, planning (including event planning) and evaluating skills.</li> <li>13) Excellent training, presentation, facilitation, and public speaking skills.</li> <li>14) Ability to create new training materials and develop existing ones.</li> <li>15) High standard of writing and literacy skills, evidenced by the development of high quality training resources and programmes.</li> <li>16) Ability to collate, organise and process information efficiently including complex information on domestic and sexual violence law policy and practice.</li> <li>17) Proven time management, problem solving and solution-focused skills.</li> <li>18) Ability to work on several projects to deadlines in a complex, changing environment.</li> <li>19) Excellent networking skills and proven ability to influence and negotiate with others.</li> <li>20) Ability to utilise information from a wide range of sources.</li> <li>21) Proven IT skills including use of Microsoft PowerPoint, Word and Excel.</li> </ol>	



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<b>Other</b>	22) Able to demonstrate a commitment to, and understanding of, the aims and objectives and values of Welsh Women's Aid. 23) Has a clear understanding of and commitment to promoting anti-discriminatory practice and equal opportunities. 24) Access to a car and willingness to travel across Wales frequently. 25) Has a willingness to attend occasional evening meetings and weekend events as required. 26) Flexible attitude to hours of work and adaptable to change.	28) Bi-Lingual in Welsh and English, both spoken and written.
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