

Welsh Women's Aid
Job Description

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| Job title: | National Training Coordinator (1 year contract) |
| Salary: | £30,451.00 - £32,234.00 NJC scale 26-28 |
| Responsible to: | Head of Training |
| Team: | Training |
| Hours: | Full time 37.5 hours |
| Location: | South Wales preferred as regular attendance at our Cardiff office required. Blended approach of home-based and office-based considered. |
| Job Purpose: | <p>The post-holder will work as part of the national Training team to:</p> <ul style="list-style-type: none"> • Coordinate the delivery of a comprehensive, high quality accredited and non-accredited training programme on domestic abuse, sexual violence and all forms of violence against women, for specialist services and other organisations, as part of Welsh Women's Aid training strategy implementation. • To identify and respond to emerging national learning and development needs in relation to Violence Against Women, Domestic Abuse and Sexual Violence, to develop appropriate programmes, to co-ordinate and deliver training effectively, and to promote training opportunities to external practitioners and policy-makers. |

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

- Develop, co-ordinate and commission trainers for a national training programme on aspects of domestic abuse, sexual violence and violence against women and gender inequality to support agencies to meet the identified training needs.
- Work as part of a team to identify the emerging workforce development needs to enable organisations and agencies to respond effectively to the changing policy and legislative landscape in relation to domestic abuse, violence against women and gender inequality
- Working in partnership with the 4 Women's Aid Federations across the UK to develop consistent training provision that can then be used in the context of each area.
- Working with the National Training Framework work stream, co-design and deliver a programme of training to support the implementation of Welsh Government strategy to end VAWDASV across all sectors. 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.
- 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.
- Support the induction of new staff, coach, mentor or train co-workers in your specialism.
- Align work programmes with strategic priorities.

2. Training delivery

- Plan and deliver training courses as required to complement training provided externally.
- Provide support to individual learners and other trainers as required, and carry out independent assessments of individual learners' worksheets according to accreditation specifications provided.
- Review, update and maintain quality assurance of all training materials to ensure maximum effectiveness.
- Contribute to the design, development and production of training materials and ensure consistency and quality of content and delivery to meet the specific needs of learners and organisations across Wales.
- With the support of the Business Support team, monitor training delivery and provide feedback to those delivering courses for Welsh Women's Aid.
- Maintain and develop on-line learning tools, webinars and e-learning modules.
- Update and maintain the WWA training information database for training, record maintenance and reporting.

3. 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.
- Contribute knowledge and expertise to national programmes, consultations, and capacity building events

4. 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. 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 keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- 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 WWA, if required.
- Work within the values, 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 health and safety regulations, and equality and diversity requirements.
- Ensure your own actions reduce risks to Health & Safety.
- Responsible for undertaking any other duties appropriate to the post.

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.

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.

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**Violence Against Women, Domestic Abuse & Sexual Violence Training Coordinator
 Person Specification**

| Criteria | Essential | Desirable |
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| Experience / qualification | <ul style="list-style-type: none"> • Experience of co-ordinating learning and development programmes, projects, seminars, conferences and events • Minimum of 2 years' experience delivering training on domestic abuse or other forms of violence against women. • Recognised teaching/training qualification - minimum C&G 730-7 stages 1 & 2 or equivalent. • Experience of designing training resources in the field of domestic and sexual violence. • Experience of establishing strong relationships and networks. | <ul style="list-style-type: none"> • Experience of delivering training and assessing qualifications within an accreditation framework (e.g. Agored Cymru, OCN). • In developing and adapting content for online/virtual delivery • Experience of assessing workforce development and training needs |
| Knowledge & Understanding | <ul style="list-style-type: none"> • Excellent knowledge and understanding of domestic abuse and other forms of violence against women including its gendered nature of VAWDASV. • Excellent knowledge of the needs, experience and impact on abused women, children and young people and the role of voluntary and statutory services in meeting those needs. • Of the law relating to domestic and sexual violence and child protection • 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. | <ul style="list-style-type: none"> • Knowledge of the VAWDASV (Wales) Act 2018 and the implications for agencies • Understanding of the theory of adult learning and how to apply that in practice to training in relation to domestic abuse and gender based violence • Understanding of quality assurance in relation to learning and development and training |
| Skills | <ul style="list-style-type: none"> • Excellent training, presentation, facilitation, and public speaking skills. • Effective assessment, planning (including event planning) and evaluating skills. • Skilled at interpreting and presenting complex issues so they can be easily understood by different audiences • High standard of writing and literacy skills, evidenced by the development of high-quality training resources and programmes. • Ability to collate, organise and process information efficiently including complex information. • Proven time management, problem solving and solution-focussed skills. • Excellent networking skills and proven ability to influence and negotiate with others. • Proven IT skills including ability to use Microsoft Office (Teams, Outlook, Word, Excel, PowerPoint) and Excel, and a willingness to learn other online packages that will lend to a creative learning experience | <ul style="list-style-type: none"> • Skilled at designing and using evaluation, monitoring and methods to inform and develop training |



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| Other | <ul style="list-style-type: none">• Able to demonstrate a commitment to, and understanding of, the aims and objectives and values of Welsh Women's Aid.• Has a clear understanding of and commitment to promoting anti-discriminatory practice and equal opportunities.• Access to a car and willingness to travel across Wales frequently.• Flexible attitude to hours of work and adaptable to change. | <ul style="list-style-type: none">• Bi-Lingual in Welsh and English, both spoken and written. |
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