



Llinell Gymorth Live Fear
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Welsh Women's Aid

Welsh Women's Aid Job Description

Job title:	Violence Against Women, Domestic Abuse and Sexual Violence Trainer
Salary:	£27,741 - £29,577 per annum pro rata (NJC 23-25)
Responsible to:	Head of Training
Hours:	Full time/ part time
Location:	Wales
Job Purpose:	<p>The post-holder will work as part of the national Training team to:</p> <ul style="list-style-type: none">• Develop and deliver high quality, accredited and non-accredited, training programmes 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.

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.



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Job Details: Main duties

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 that provided externally.
- Monitor and report on activities, costs, performance etc. as required.
- 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 further on-line learning tools, webinars and e-learning modules as required.

Working with others

- Identify and network with stakeholders and partner agencies and trainers.
- 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 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.

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.

General responsibilities

- At all times protect the safety and security of survivors, service users, staff, volunteers and buildings, and the confidentiality of records and other information.



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- Uphold the rights 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 policy and Safeguarding Adults policy.
- 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 WWA.
- Ensure WWA complies with the law and best practice in respect of data protection, health and safety regulations, and equality and diversity requirements.
- 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 and their 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. The post holder is expected to produce regular 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, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time in lieu is to be taken in consultation with the line manager.



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

Criteria	Essential	Desirable
Experience / qualification	1) Minimum of 2 years' experience delivering training on domestic abuse or other forms of violence against women. 2) Recognised teaching/training qualification - minimum C&G 730-7 stages 1 & 2 or equivalent. 3) Design and delivery of training and training resources in the field of domestic and sexual violence and of working with diverse communities. 4) Experience of establishing strong relationships and networks. 5) Experience of liaising and working with other organisations and agencies in partnership. 6) Experience working as a member of a team and lone working.	D1. Experience of delivering training and assessing qualifications within an accreditation framework (e.g. Agored Cymru, OCN). D2. Of working with or delivery training or programmes to children and young people. D3 In developing and adapting content for online/virtual delivery.
Knowledge	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. 8) Excellent knowledge of the role of voluntary and statutory services in meeting those needs. 9) Of the law relating to domestic and sexual violence and child protection 10) Of the effects of violence against women on children and young people 11) Of equality and diversity legislation, policy and practice. 12) 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.	
Skills	13) Excellent communication skills. 14) Excellent training, presentation, facilitation, and public speaking skills. 15) Ability to create new training materials and develop existing ones. 16) High standard of writing and literacy skills, evidenced by the development of high quality training resources and programmes. 17) Ability to collate, organise and process information efficiently including complex information on domestic and sexual violence law policy and practice. 18) Effective assessment, planning and evaluating skills. 19) Proven time management, problem solving and solution-focussed skills. 20) Ability to work on several projects to deadlines in a complex, changing environment. 21) Excellent networking skills and proven ability to influence and negotiate with others. 22) Ability to utilise information from a wide range of sources.	



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	23) Proven IT skills including use of Microsoft PowerPoint, Word and Excel.	
Other	24) Able to demonstrate a commitment to, and understanding of, the aims and objectives and values of Welsh Women's Aid. 25) Has a clear understanding of and commitment to promoting anti-discriminatory practice and equal opportunities. 26) Access to a car and willingness to travel across Wales frequently. 27) Has a willingness to attend occasional evening meetings and weekend events as required. 28) Flexible attitude to hours of work and adaptable to change.	D4. Bi-Lingual in Welsh and English, both spoken and written.