



Training Officer

Dear Applicant,

Wearside Women in Need (WWiN) is a specialist domestic abuse service, providing accommodation and community-based services, to support women and children at risk of, or suffering, from violence and abuse. WWiN has been at the forefront of this work for over 35 years. In that time public attitudes to domestic abuse have changed enormously, but two women a week are still killed in England and Wales by a partner or ex-partner. Domestic abuse continues to blight the lives of women and children across our area and WWiN's services have never been needed more.

This year we have expanded our services to encompass a broader preventative approach with the introduction of our new family, friends and community support service, Findaway. We continue to grow our GP Advocacy Scheme delivering training to support our GP services and Health Champions across Wearside alongside our essential outreach services, refuge accommodation and our specialist perpetrator project Right Turn.

We are looking for an experienced, energetic, and engaging Training Officer to lead on the design, planning and delivery of a range of specialist training programmes and to organise co-delivery and training internally and externally. The successful applicant will co-ordinate, develop and deliver other spot purchased training programmes, and liaise with partner agencies to continue our exceptional standard of training across Wearside.

We are actively seeking a person who is a good 'fit' in terms of values, workplace culture and ethos, as we take this work forward with the ambition of creating an innovative new approach to tackling domestic abuse.

If you share this ambition and are looking for a varied role in a dynamic setting, we look forward to hearing from you.

Yours sincerely,
Cullagh Warnock and Joanne Hayden – Co-Chairs
WWiN Board of Trustees

Wearside Women in Need, 28 Bridge House, Bridge Street, Sunderland, SR1 1TE

Tel 0191 416 3550 Email enquiries@wwin.org.uk

Registered Charity No. 1181932

How to Apply

Please complete the application form, paying close attention to the job description and person specification and send to: enquiries@wwin.org.uk

Closing Date: Wednesday 10th August at 5pm

Interview Dates: All applications will be reviewed and assessed; all shortlisted candidates will be interviewed.

The interviews will take place on: **18th – 19th August**

We value diversity and promote equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

Note: Our services are run by women for women and are therefore restricted to female applicants under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975 apply. The post is exempt from the Rehabilitation of Offenders Act.

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Candidates must be eligible to live and work in the UK.

We do not accept CV's or applications from recruitment agencies.

This post is subject to an enhanced DBS check.



Job Description

Job Title:	Training Officer
Location:	Predominantly Sunderland but may work from various locations across Tyne & Wear and Northumberland
Hours:	30 - 37 hrs, some flexible working to meet the needs of the service
Pay Scale:	£27, 514 pro rata (JNC scale 6 / SCP scale 22)

Who are we looking for?

The successful candidate will be engaging, self-motivated, passionate and able to build positive relationships with a wide range of people. Strong communication skills are important, as is confidence in public speaking. They will have the ability to operate calmly in a busy, public facing role whilst being able to work collaboratively and think outside the box to develop new approaches and solutions to challenging issues.

In return we offer a flexible and supportive environment, the opportunity for self-development and learning, competitive rates of pay, and a great team of people to work alongside.

If you want to be part of the change that will improve the lives of people affected by domestic and sexual abuse, we would love to hear from you.

Job Purpose

To lead on the design, planning and delivery of a range of specialist training programmes.

Organising co-delivery of training and groupwork with other staff.

To actively support implementation and growth of the GP Advocacy Scheme in the delivery of training and support to Health Champions.

To Co-ordinate, develop and deliver other spot purchased training programmes liaising with partner agencies and setting up delivery schedules.

To support the Friends and Family Training Programme

To carry a small caseload

Key Responsibilities Service Delivery

Coordinate all internal (staff) and external training activity delivered by WWiN and lead a training team.

Represent the charity in external meetings that relate to training development / delivery and commission.

Develop and update training programmes in consultation with other staff and key stakeholders to ensure all training materials are up to date and relevant.

Support the training/development of Volunteers and student placements.

Consider safety planning, assessment of risk and dangerousness, and make safe decisions in the interests of victims of domestic abuse and service users.

Act on safeguarding concerns and practice defensible decision making in line with Findaway and WWiN safeguarding policies.

Advocate for families, friends and other concerned third parties with external agencies and promote social justice.

Service Development

Develop, organise and facilitate key aspects of the service such as an experts-by-experience panel, focus groups and peer-support groups.

Produce progress reports and make sure that accurate information is communicated to senior management, the Board and commissioners

Maintain accurate and effective records and contribute to monitoring information and evaluation of the project outcomes.

Community Engagement & Communications

Promote the service and engage with the public through attending/organising community events and having a presence in relevant local initiatives.

Identify opportunities for future partnership working and support the development of positive relationships with local voluntary and community sector organisations and grassroots groups.

Support the development and implementation of a communications strategy including press and media activity, copy, design, social media, website and branding guidelines.

Support the development and delivery of training and awareness raising sessions at events, within groups and actively in the community.

Support the development and delivery of public awareness raising campaigns across the North East, both online, on social media, in print and in person.

Produce schedules, promotional materials and social media posts to create a high profile for WWiN training.

Training and Personal Development

Actively contribute to your own professional development and that of the project by attending regular supervision and training.

General

Contribute to the overall development of services by attending and participating in team meetings, training and through feedback.

Undertake administrative and organisational duties involved in the effective and efficient running of the project, using relevant IT as required.

Undertake any additional duties as agreed with the line manager to ensure the efficient operation of the project.

Work within, support, and implement all WWiN policies and procedures, including Equal Opportunities, Confidentiality and Safeguarding.

The duties of this post may develop and change as the role and the service develops; additions may be required in line with future policy changes without altering its overall nature.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> - Experience of delivery of training / co-facilitation in a multi-agency context. - Evidence of continuous professional development and a willingness to engage in further training. - Experience of voluntary and statutory agencies including relevant professional roles, particularly in the criminal justice, health, and social care sectors - Minimum of five GCSE's including Grade 4+ English Language and Mathematics 	<ul style="list-style-type: none"> - At least 2 yrs full-time equivalent experience of working in a related area. - Experience of working with volunteers with a lived experience or working with User Led Groups. - Experience of handling third-party information. - Experience of developing and delivering public awareness campaigns.
Knowledge	<ul style="list-style-type: none"> - Have an excellent and thorough understanding of the impact of domestic abuse on victims and children and the legal and practical remedies available to clients. - Feminist understanding of domestic abuse and an interest in social justice. - An understanding and knowledge of the requirements for confidentiality and safe working practices including the maintenance of files in accordance with GDPR and other legal requirements including data protection. - Understanding and knowledge of, and an active commitment to promoting equal opportunities and diversity, including experience of adapting violence and abuse services to meet the needs of diverse individuals and communities 	<ul style="list-style-type: none"> - Ability to communicate sensitively and effectively both verbally and in writing with a range of people. - Gather, analyse and use information and evidence from different sources, solve and resolve problems.

<p>Skills</p>	<ul style="list-style-type: none"> - Ability to develop and create resources and website content. - Excellent listening and communication skills, both orally and in writing. - Ability to communicate effectively and build positive relationships with a wide range of beneficiaries across our community, including those who are often outside of services. - Good IT and data recording skills, confident in the use of Microsoft Office including Excel and Powerpoint. - Ability to work on own initiative and as part of a team. - Full driving licence and use of car. 	<ul style="list-style-type: none"> - Social media skills, including Facebook, Instagram, and twitter.
<p>Approach</p>	<ul style="list-style-type: none"> - A commitment to user involvement and promoting individual rights. - A commitment to Safeguarding adults and children and working within the organisation's safeguarding policies and procedures. - A commitment to the Equal Opportunities and awareness of issues related provision in a multi-cultural context. - Willingness to learn and research to support your personal development. 	

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

This role is subject to an enhanced Disclosure and Barring Service check and Police Security Vetting.

How We Use Your Data for Recruitment Background

This privacy policy covers how Wearside Women in Need collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our Commitment to Job Applicants

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Information from CV or application form or covering letter (education, skills and qualifications)
- Health records (Night Worker assessment forms, Health questionnaires) where required as part of the role.
- Occupational health report (Higher level screening required for role) with Access to Medical Records consent being given by the applicant
- Disclosure and Barring Record where a requirement for the role
- References from the names referees that the applicant provides and only with the applicants' consent.
- Visa and proof of the right to work in the UK documents
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Salary, annual leave, pension and benefits information.
- Access to your DVLA portal.

We may also collect, store and use 'special categories' of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. Also, information about criminal convictions and offences.

Purpose of Collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our organisation, and to check that you are legally entitled to legally work in the UK. We collect personal information either directly from

candidates or sometimes from an employment agency. We may sometimes collect additional information background check agencies.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way for the fulfilment of the contract or a legitimate business reason.

How the Information is Held

Most information is transmitted by email and is stored on our computers, and paper-based filing. We use Microsoft which covers our email servers and Sage for payroll. All this information can only be accessed by authorised staff within our organisation. Our staff are trained to understand the importance of keeping personal data secure.

Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.

Disclosure

We may disclose the information for the purpose of obtaining referees. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your GP or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the CEO who has responsibility for Data Protection within WWiN stating the details of your complaint.

We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours and we aim to

resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office

If you are not satisfied by our response you may complain to the ICO.